

**AVS Integrated Airman Certification and Rating
Application
(IACRA)**

INSTRUCTION MANUAL



April 18, 2011

Version 8.1

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
OFFICE OF REGULATION AND CERTIFICATION**

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Revision Log

Revision Date	Revised By:	Comment
4/18/2011	Sue Angelino	Updated for Release 8.1

1. Overview

IACRA is a web-based enterprise application that provides functionality to minimize the necessity of paper airman certification/rating application forms such as the 8710. IACRA electronically captures and validates airman information required to complete the airman application and the other certification documents including the appropriate temporary airman certificate and knowledge test results. It integrates critical elements of multiple FAA program databases. IACRA automatically ensures that applicants meet regulatory and policy requirements, and it uses digital signatures throughout the certification process which brings the application in compliance with the Government Paperwork Elimination Act. The IACRA system design allows a Certifying Officer with digital signature authority to have applications and ratings collected and validated in real-time, with checks against the Registry and other FAA databases. FAA, designees, and return users can be validated immediately.

IACRA's web-based architecture provides access to the application by the public via the internet. This approach facilitates single source data entry by the applicant and the examiner, and it facilitates integration with other FAA, and eventually, other governmental databases.

This instruction manual currently applies to registration, consoles, certification path selection and the Airline Transport Pilot FAR 61, 121 and 135 certification process only.

2. Roles

IACRA uses 'roles' to determine levels of access granted to the user. IACRA validates an individual against their FAA credentials. Each time an IACRA user, other than an applicant, chooses a role and completes the registration; the information is verified against the various FAA databases in order to determine authorization. These roles are defined in **Table 2.1**.

Table: 2.1

Role	Description
Applicant	Any person applying for an airman certificate.
Recommending Instructor (RI)	Any person authorized to instruct applicants and considers them ready to the practical test.
Designated Examiner	Any person authorized by the Administrator to issue airman certificates. This person prepares applicants for and issues their practical tests.
Aviation Safety Inspector (ASI) / Aviation Safety Technician (ASI/AST)	FAA personnel who are authorized to issue specific airman certificates.
School Administrators	14 CFR 141 School / 14 CFR part 142, and 121/135 training center representatives authorized to complete part of student application in IACRA. This person can complete all sections of the application that the student applicants can complete. The School Administrator cannot fill out the Recommending Instructor or Certifying Officer sections, nor can they sign the application for the student.

Role	Description
Chief Flight Instructors / Assistant Chief Flight Instructors	Any person who instructs applicants and authorizes them to take a practical test. Does not include those instructors who are neither Chief Flight Instructors or Assistant Chief Flight Instructors.
Airman Certification Representative (ACR)	Any person authorized by the Administrator to issue specific airman certificates.
Training Center Evaluator (TCE)	Part 142 training center representatives, authorized by the Administrator, to instruct applicants, perform evaluations, and issue specific airman certificates.
Flight Instructor Renewal Examiner (FIRE)	A Designated Examiner who can renew a flight Instructor's Certificate through Renewal by Activities and Renewal by FIRC.
Aircrew Program Designee (APD)	An Aircrew Program Designee is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's FAA approved training program.
142 Recommending Instructor	The 142 RI is only associated with a particular 142 training program and does not have to hold a current Flight Instructor certificate.
Air Carrier Flight Instructors	In lieu of a trainer, a qualified management official within the trainer's organization that can sign the applicant's training records or logbook and make the required endorsement. They can also sign CFR 121 and 135 pilot applications if the applicant previously failed a rating.

3. Contacting the National Service Desk (NSD)

The National Service Desk is available when users have support issues with IACRA or other FAA supported programs. The following information outlines the daily operations:

- Hours of operations: 24 hours a day / 7 days a week
- Telephone number: toll free – 877-287-6731
- E-mail address: 9-NATL-AVS-IT-ServiceDesk@FAA.GOV

4. Process Overview

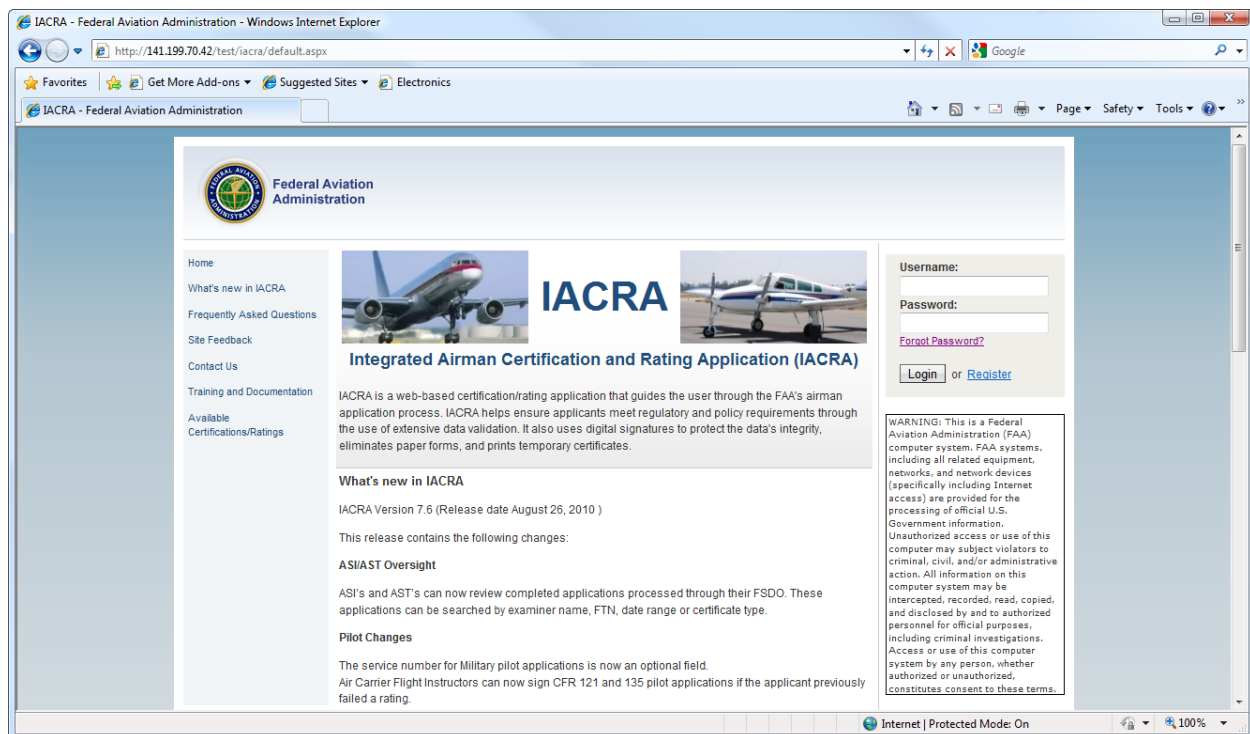
The following is an overview of the IACRA on-line application process. Depending on your role, the process will vary.

1. Open Internet Explorer or Firefox browser – IACRA web site address is <http://iacra.faa.gov/iacra/>
2. Choose Login or Register (if not already a registered user)

3. Once registered, a FAA Tracking Number (FTN) is assigned. This is a unique and permanent number assigned to each registered user.
4. Login to IACRA using the logon ID and Password created during the Registration Process.
5. Follow the on-line instructions for your role – each role has unique tasks.
6. Check and re-check all of the information entered before digitally signing the application. Once the application has been signed, only the certifying officer (CO) can return the application to you for corrections.
7. The result of this process is that the application is electronically submitted to the Airman Registry to be processed and the applicant is issued a Temporary Certificate, Notice of Disapproval or a Letter of Discontinuance.

5. Login

The home page and login steps are the same regardless of the role or the certificate sought.



If you are a Registered IACRA user:

- *Enter Username*
- *Enter Password*
- *Select Login*

If not a Registered IACRA user:

- *Select Register*

6. Registration

All users have to be registered in IACRA in order to apply for a certificate. The first step in the Registration process is *Select Role* for the purpose of this illustration, the user is an applicant.

6.1 Select Roles

➤ *Select Applicant*

Federal Aviation Administration

IACRA - Select Role(s)

If you would like to add a role (or roles) to your existing registration, select the role(s) below. Once you have made your selections - or if you have no new role(s) to add, click "Next" to continue to the Personal Information page.

Applicant

- ☐ Applicant

Instructors

- ☐ Air Carrier Flight Instructor - (CFR 121, 135)
- ☐ Chief / Assistant Chief Flight Instructor - (CFR 141)
- ☐ 142 Recommending Instructor - (CFR 142)
- ☐ Recommending Instructor - (CFR 61, 141)

Certifying Officers

- ☐ Aircrew Program Designee - (CFR 121, 135)
- ☐ Airman Certification Representative - (CFR 141)
- ☐ Aviation Safety Inspector - (FAA)
- ☐ Aviation Safety Technician - (FAA)
- ☐ Designated Examiner - (CFR 61, 141)
- ☐ Training Center Evaluator - (CFR 142, 121, 135)

Admin

- ☐ School Administrator - (CFR 141, 142, 121, 135)

Next >>

U.S. Department of Transportation
Federal Aviation Administration
800 Independence Avenue, SW
Washington, DC 20591
1-866-TELL-FAA (1-866-835-5322)

Readers & Viewers
Web Policies & Notices
Privacy Policy

Government Sites
DOT.gov
USA.gov
Recovery.gov
Regulations.gov
Data.gov

➤ *Select Next*

The Registration process is used to collect information about the person registering for IACRA. The information will be explained in sections below: The first section that appears is the Certification Information:

6.2 User Profile

6.2.1 Certificate Information

IACRA - User Profile Information

Certificate Information

Airman Certificate Number ?

Date of Issuance

- Enter your Airman Certificate number as shown on your certificate
- Enter the Date of Issuance as shown on your certificate
- If you do not have a certificate, leave this section blank

6.2.2 Personal Information

Personal Information

Please Note: The total length of your first and middle names must be less than 50 characters.

First Name ? ☐ No First Name

Middle Name ? ☐ No Middle Name

Last Name

Name Suffix ▼

SSN
☒ Social Security Number ?
☐ None
☐ Do Not Use

Date of Birth

Sex ☐ Male ☐ Female

Hair Color ▼

Eye Color ▼

Weight (lbs.) ?

Height (inches) ?

Phone ?

Email Address ?

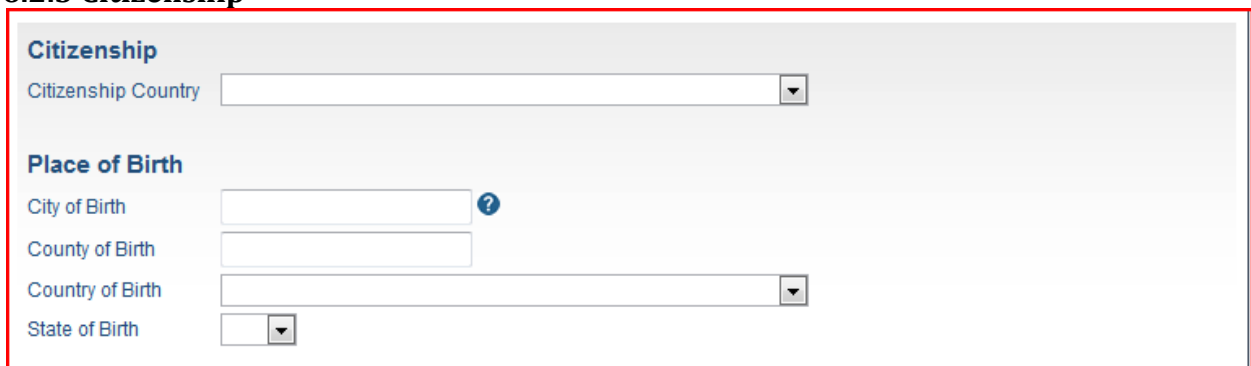
- Enter your full First Name Or select No First Name
- Enter your full Middle Name Or Select No Middle Name
- Enter your Legal Last Name
- Select your Name Suffix from the drop down list, if applicable
- Enter social security number or None or Do Not Use

NOTE> If you don't want to disclose your Social Security Number, leave this field blank and click the "Do Not Use" radio button. "Do Not Use" will appear on the certification application. If you do not have a Social Security Number, click the "None" radio button. If you choose to disclose your Social Security Number, use only a US SSN. Disclosure of your SSN is voluntary. Disclosure of your SSN will facilitate maintenance of your records, which are maintained in alphabetical order and cross-referenced with your SSN and Airman Certificate number to

provide prompt access. In the event of nondisclosure, a unique number will be assigned to your file. Social Security Numbers are not shown on airman certificates.

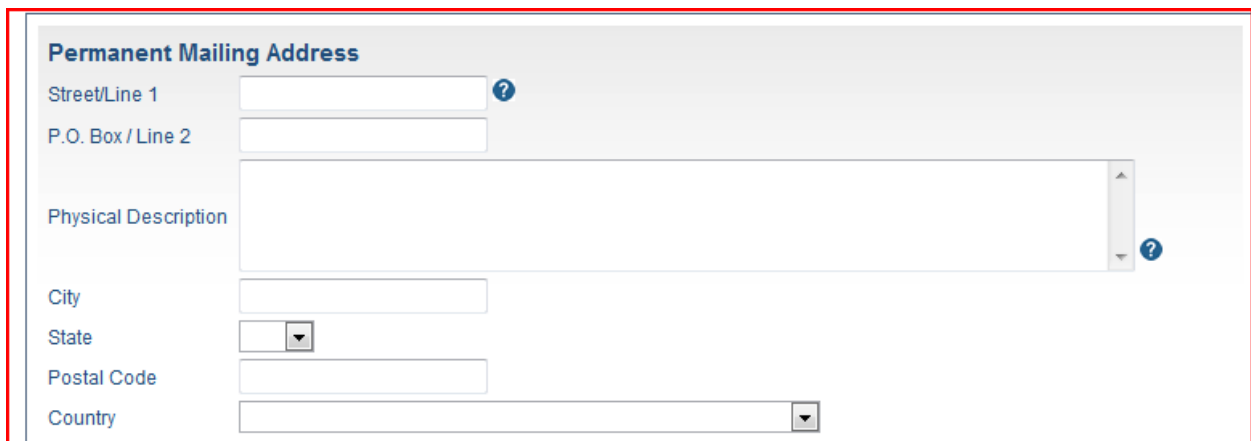
- *Enter Date of Birth*
- *Select Male or Female*
- *Select Hair Color from the drop down list*
- *Select Eye Color from the drop down list*
- *Enter your Weight in pounds*
- *Enter your Height in inches*
- *Enter your phone number*
- *Enter your email address*

6.2.3 Citizenship

The screenshot shows a form titled "Citizenship" in blue. Below the title is a "Citizenship Country" label followed by a white text box and a downward arrow. Further down is a "Place of Birth" label. Under this label are four fields: "City of Birth" (white text box with a blue question mark icon), "County of Birth" (white text box), "Country of Birth" (white text box with a downward arrow), and "State of Birth" (white text box with a downward arrow).

- *Select the Country of your Citizenship from the drop down list*
- *Enter the City in which you were born*
- *Select the Country of your birth from the drop down list*
- *Select the State of your birth if applicable*

6.2.4 Permanent Mailing Address

The screenshot shows a form titled "Permanent Mailing Address" in blue. Below the title are several fields: "Street/Line 1" (white text box with a blue question mark icon), "P.O. Box / Line 2" (white text box), "Physical Description" (large white text box with a vertical scrollbar and a blue question mark icon), "City" (white text box), "State" (white text box with a downward arrow), "Postal Code" (white text box), and "Country" (white text box with a downward arrow).

- *Enter your Address information*
- *Complete all the relevant information*

6.2.5 Mailing Address

Special Mailing Address
Please Note: Only enter a Special Mailing Address if *different* from the Permanent Address
Street / Line 1
P.O. Box / Line 2
City
State
Postal Code
Country

NOTE> Complete Mailing Address information only if different from Permanent Address Information previously entered.

The following section will only appear when applicable for certain Roles for Instructors, Certifying Officer or School Administrator.

You are registering for a role(s) which requires affiliation with a school or air operator. Please add any school(s) or air operator(s) you are associated with.
Affiliated Role
Affiliated Schools/Air Operators
<<None>>
Please affiliate yourself with the school(s) or air operator(s) you are associated with. If you are planning to work on applications for a school or air operator with multiple designation codes, please affiliate yourself with each designation code.
Please Note: School/air operator affiliations are validated against the Vital Information Subsystem (VIS). If you cannot affiliate yourself with a school or air operator and believe you should be able to, please contact your local FSDO and ensure that VIS has your current information.

- Select role from drop down list
- Complete the other sections that appear based on this role as applicable

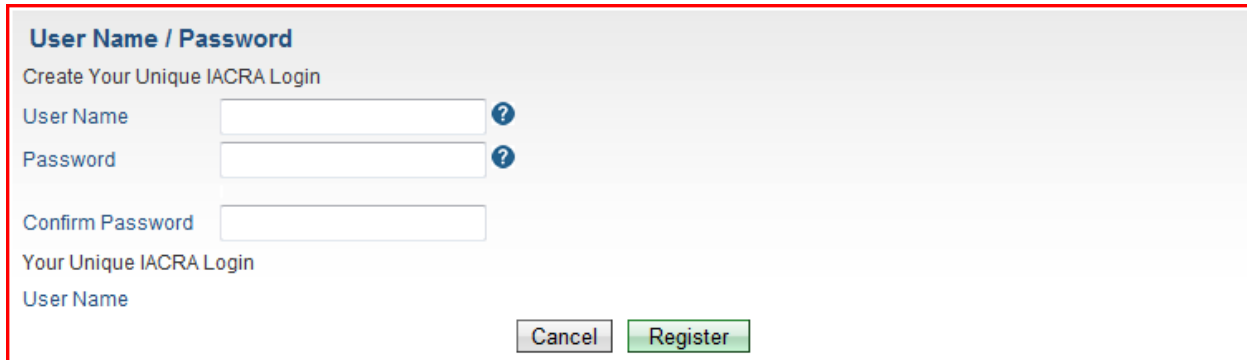
6.2.6 Security Questions

Security Questions
Security Question 1
Answer
Security Question 2
Answer

- Select a Security Question from the drop down list
- Enter your Answer

NOTE> This information will be used for Password Reset in case you forget your password

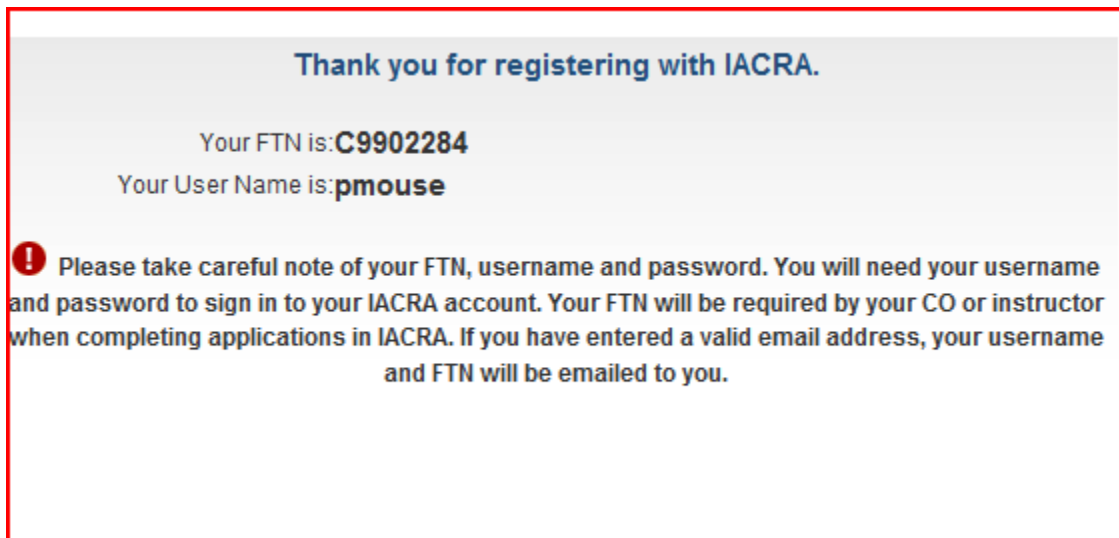
6.2.7 User Name/Password



The screenshot shows a registration form titled "User Name / Password". Below the title is the instruction "Create Your Unique IACRA Login". The form contains three input fields: "User Name", "Password", and "Confirm Password". Each field has a blue question mark icon to its right. Below the input fields, the text "Your Unique IACRA Login" is followed by a label "User Name". At the bottom right of the form are two buttons: "Cancel" and "Register".

- The User name is the logon you will use to access the IACRA Application
- Enter the name
- The password will be required to logon to the IACRA Application
- Enter the password
- Enter the password again to confirm
- Select Register

The following confirmation displays. The Password you selected will not be displayed but has been stored in the system. You will need to remember this password for accessing the IACRA application.



The screenshot shows a confirmation screen with the heading "Thank you for registering with IACRA." Below this, it displays "Your FTN is: C9902284" and "Your User Name is: pmouse". A red exclamation mark icon is followed by a paragraph: "Please take careful note of your FTN, username and password. You will need your username and password to sign in to your IACRA account. Your FTN will be required by your CO or instructor when completing applications in IACRA. If you have entered a valid email address, your username and FTN will be emailed to you."

7. Applicant Console

The Console allows the applicant to manage existing applications, start a new application or review the status of submitted applications. When the applicant has applications in the system

the following is an example of what is displayed:

The screenshot displays the IACRA - Applicant Console. On the left, the 'User Information' panel shows the user's FTN (A3007505), username (mltrez_asi), and role (Applicant). The main area features a 'Start New Application' button and a table of existing applications. The table has columns for Application ID, Start Date, Certificate Type, Status, Status Date, and Available Actions. Below this is the 'Airman Information' section, which includes tabs for 'Airman Certificate' and 'Airman Certificate Rating'. The 'Airman Certificate' tab shows a table with columns for Certificate Number, Certificate Type, Issued, and Expires.

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
29736	01/04/2011	ATP > Standard > CFR 61 > Original	Started	01/04/2011	Continue <input type="button" value="Go"/>
29732	01/04/2011	ATP > Standard > CFR 61 > Second In Command	Started	01/04/2011	Continue <input type="button" value="Go"/>
29731	01/04/2011	AIRLINE TRANSPORT PILOT	Started	01/04/2011	Continue <input type="button" value="Go"/>
29730	01/04/2011	ATP > Standard > CFR 61 > Added Category Class	Started	01/04/2011	Continue <input type="button" value="Go"/>
29729	01/04/2011	ATP > Standard > CFR 61 > Original	Started	01/04/2011	Continue <input type="button" value="Go"/>

Certificate Number	Certificate Type	Issued	Expires
182523190	MECHANIC	01/10/1994	01/01/1900

User Information

User information is now displayed on the left navigation panel. This information includes the following about the person based on the login name and password entered.

- FTN number
- User name
- Role selected

In addition, the user can select logout from the left navigation panel at any time

Applicant Options

Based on the authorization of the user, options are displayed. The user can move between functions by selecting the appropriate option.

Start Application – Allows the user to start the application process

User Profile - Allows the user to update personal information separately from the application process

Add role – This option allows a user to add roles for additional authorizations / functionality within IACRA

Change Role – Allows the user to change their role to another authorized role. For example, this user was logged on as an applicant. When selecting change role, this user has the option to change the logged on role to Recommending Instructor. The Change Role allows the user to remain logged into IACRA and yet change their session authorizations. This option is only

available for the users that have been authorized for more than one role within IACRA. If the user is only authorized for one role, this is not an option on the navigation panel

Remove Role – Allows a user to remove a role no longer applicable to them. This option is only available for the users that have been authorized for more than one role within IACRA. If the user is only authorized for one role, this is not an option on the navigation panel

Edit Preferences – Any user defined preferences will be displayed and can be updated. Currently, the default document viewer is available. The user can choose their default document view as TIFF or PDF. The application will save this information and all documents will be displayed in this preference.

Change Password – Allows the user to change their password at any time. The old password must be entered and the new password entered and confirmed to be changed.

The bottom left of the navigation panel is static and can be accessed by the user at any time. These options include return to the HOME page, What's new in IACRA, Frequently Asked Questions, Site Feedback, Contact US, Training and Documentation and Available Certifications/Ratings.

Applicant Console

Start New Application

User select Start New application – the application process begins

Your Existing Applications

All applications associated with the user will display beginning with the most recent.

Continue an Application

A user has the option of starting but not completing an application at once. When the user starts an application without completing, it will be listed here with the option to *continue* in Available Actions column. The user will need to select that application and GO to complete the application.

Delete an Application

Delete is only available prior to submission of an application

To delete an application – Select Delete from the drop down menu under Available Actions and select GO – Once an application is deleted, it cannot be retrieved. The user will have to start a new application.

View / Print

View/Print option is the only available option when the status is Submitted or signed by applicant

To view/print the application – Select view / print from the drop down (if not already displayed) and select GO – the application displays. From the display, select print or another option as appropriate.

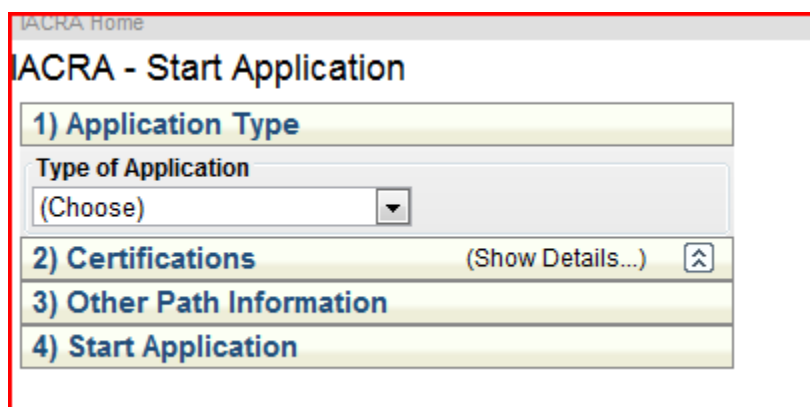
Airman Information

Airman information from Airman's database is displayed. This includes all current Airman Certificate information, and Airman Certificate Rating information.

From the Applicant Console:

- *Select Start Application*

The following screen displays:



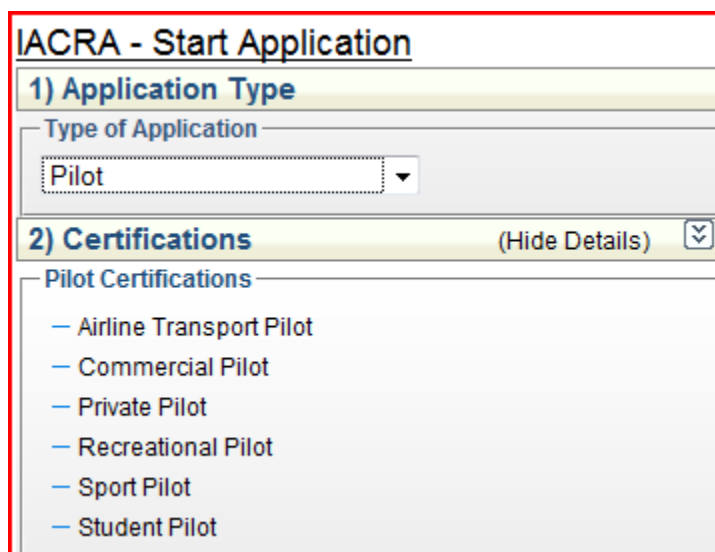
The screenshot shows the 'IACRA - Start Application' window. It has a title bar 'IACRA Home' and a main title 'IACRA - Start Application'. Below the title, there are four steps listed in a vertical stack: '1) Application Type', '2) Certifications', '3) Other Path Information', and '4) Start Application'. The '1) Application Type' step is highlighted with a yellow background. Under this step, there is a 'Type of Application' section with a dropdown menu currently showing '(Choose)'. To the right of the dropdown, there is a '(Show Details...)' link and an upward-pointing arrow icon.

8. Pilot Application Process

There are different types of pilot certificates available. The steps are primarily the same and outlined below. The exceptions or differences are mentioned at the point in which they occur.

1) Type of Application

- *Select Pilot from the drop down list*



This screenshot shows the 'IACRA - Start Application' window after the 'Pilot' option has been selected in the 'Type of Application' dropdown. The dropdown now displays 'Pilot'. The '2) Certifications' step is highlighted with a yellow background. To the right of the '2) Certifications' header, there is a '(Hide Details)' link and a downward-pointing arrow icon. Below the '2) Certifications' header, there is a 'Pilot Certifications' section containing a list of certificate types: 'Airline Transport Pilot', 'Commercial Pilot', 'Private Pilot', 'Recreational Pilot', 'Sport Pilot', and 'Student Pilot'. Each item in the list is preceded by a blue minus sign, indicating they are currently collapsed.

2) Certifications

The Certifications tree allows you to select the type of certificate for which you are applying. Selections are made from the tree. The remaining selections change based on each selection made. Click on the Pilot Certificate for the applicable application, the application will highlight your selection and display additional options. Only Airline Transport Pilot, Standard, CFR61 path has been converted to the new 8.0 release/screens.

- *Select Airline Transport Pilot*
- *Select Standard*
- *CFR 61 (completion of required test)*

Select one of the following:

- *Original Issuance*
- *Added Category / Class*
- *Added Type Rating*
- *Second in Command*

The following appears:

3) Other Path Information

ATP > Standard > CFR 61 > Original

Certificate Category/Class

AIRPLANE SINGLE ENGINE LAND
AIRPLANE SINGLE ENGINE SEA
AIRPLANE MULTIENGINE LAND
AIRPLANE MULTIENGINE SEA
ROTORCRAFT HELICOPTER

Type Rating

Model (Type at least 1 letter)
Make/Model

4) Start Application

ATP > Standard > CFR 61 > Original

Please verify all of the information before starting the application.

Certificate Information and Help

ATP > Standard Issue > CFR 61 > Original Issue

For certification requirements, follow the link to the applicable section of the Code of Federal Regulations
[65.153](#)

NOTE> The right hand side of the screen will provide Certificate Information and Help for all the Certification paths. The link will take you to the appropriate section of the applicable Code of Federal Regulations.

- *Select the Certificate Category / Class from the list*

The Single Selection Search screen for Category/Class Ratings allows you to select the category/class rating you are seeking. This screen will only allow you to select one Category/Class rating to add to your certification data.

- *Added Type Rating*

The Single Selection Search screen for Aircraft Type Ratings allows you to select the type rating for which you are seeking certification. This screen will only allow you to select one aircraft type rating to add to your certification data.

To select a Type Rating:

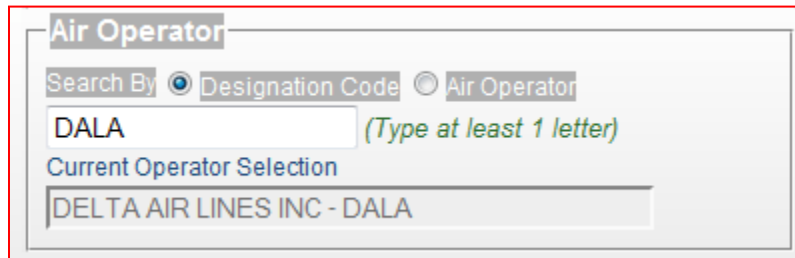
- *Enter one alpha character of the aircraft model description*
- *Select the appropriate model*

- *Select Start or update application*

For ATP CFR 121 or 135 Training Program or AQP, select one of the following

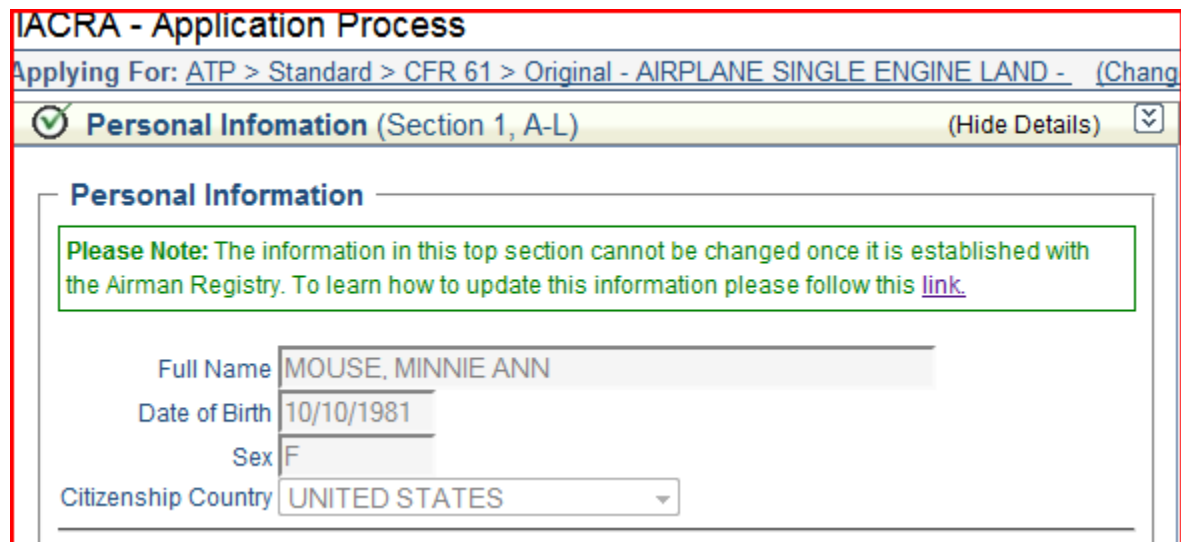
- *Initial*
- *Upgrade*
- *Transition*
- *Second in Command*

The Air Operator section will then be displayed. The Air Operator selection can be searched by Designation code or by name.



The screenshot shows a web form titled "Air Operator". It has a "Search By" section with two radio buttons: "Designation Code" (selected) and "Air Operator". Below this is a text input field containing "DALA" with a green hint "(Type at least 1 letter)". Underneath is a label "Current Operator Selection" followed by a dropdown menu showing "DELTA AIR LINES INC - DALA".

8.1 Personal Information



The screenshot shows the "IACRA - Application Process" page. The breadcrumb trail is "Applying For: ATP > Standard > CFR 61 > Original - AIRPLANE SINGLE ENGINE LAND - (Change)". A green checkmark icon is next to the "Personal Information (Section 1, A-L)" header, with a "(Hide Details)" link and a dropdown arrow. Below the header is a "Personal Information" section. A green box contains a "Please Note" message: "The information in this top section cannot be changed once it is established with the Airman Registry. To learn how to update this information please follow this [link](#)." Below the note are four fields: "Full Name" with value "MOUSE, MINNIE ANN", "Date of Birth" with value "10/10/1981", "Sex" with value "F", and "Citizenship Country" with a dropdown menu showing "UNITED STATES".

The first step in the Application process is to confirm your personal Information:

- Full Name
- Date of Birth
- Sex
- Citizenship country

This information is from the registration process and on file with the Airman Registry. Once this information is on file with the Registry, it cannot be updated through IACRA. IACRA provides a link to the guidelines for updating this information.

Hair Color	BLOND ▾
Eye Color	GRAY ▾
Weight (lbs.)	110
Height (inches)	68
City of Birth	STILLWATER
Country of Birth	UNITED STATES ▾
State of Birth	OK ▾
Phone	555 234 5678
Email Address	MMOUSE@EMAIL.COM

This section can and should be updated by the user when the information changes.

To update:

- *Select appropriate Hair Color from the drop down list*
- *Select appropriate Eye Color from the drop down list*
- *Update / Enter your Weight in pounds*
- *Update / Enter your Height in inches*
- *Update / Enter your City of Birth*
- *Update / Enter your Country of Birth*
- *Update / Enter your State of Birth*
- *Update / Enter your Phone number*
- *Update / Enter Email Address*

Permanent Address / Mail To Address

Street/Line 1123 PISTOL PETE DR
P.O. Box / Line 2
(Physical Address)
CitySTILLWATER
StateOK
Postal Code73111
CountryUNITED STATES

Remove Special Mailing Address

Special Mailing Address

Please Note: Only enter a Special Mailing Address if *different* from the Permanent Address

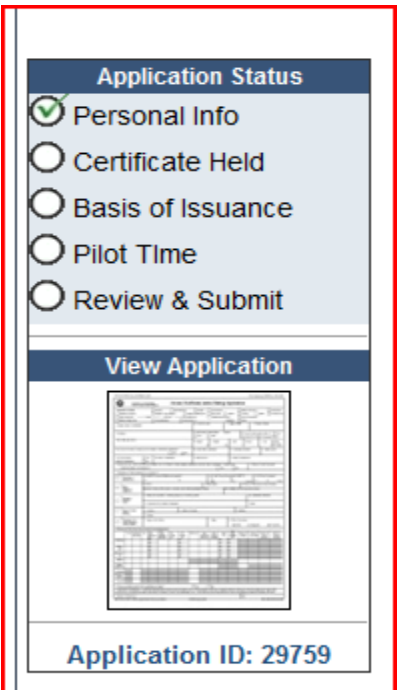
Street/Line 1123 PISTOL PETE DR
P.O. Box / Line 2
CitySTILLWATER
StateOK
Postal Code73111
CountryUNITED STATES

Save & Continue

- Update information as appropriate
- Update Special Mailing Address only if different from permanent mailing address
- Select Save & Continue

8.1.1 Application Status

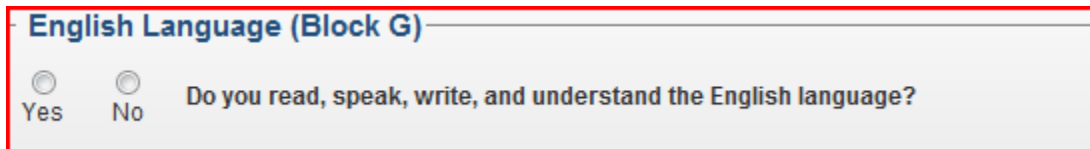
The application status and View application box is located on the right-hand side of the screen throughout the application process. This box will have a green check mark for the blocks of information completed accurately. The boxes that have not been started or did not pass validations are empty. At any time during the application process, the application can be viewed for accuracy. To view the application, double click on the picture of the form. The application ID is displayed below the form.



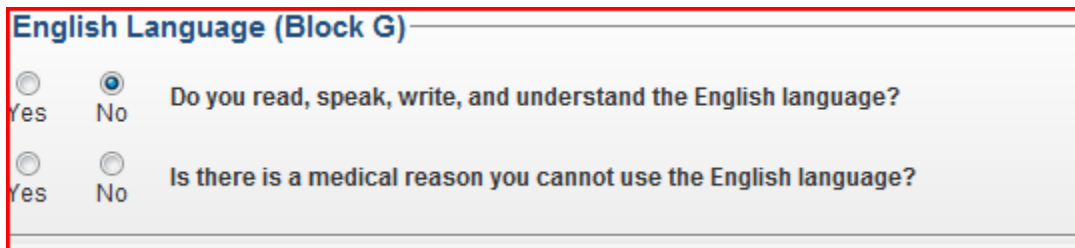
8.2 Certificate Held

The next section is for information about Certificates held by the applicant. This information is also broken into blocks of information. For ease of illustration, the blocks of data will be explained separately below:

8.2.1 English Language (corresponds to block G of the 8710)



- Select the appropriate response
- When No is selected the following displays:



- Select the appropriate response
- When No is selected, the following message appears:

"If you have a non-medical reason for not using the English language, you cannot use IACRA at this time."

8.2.2 FAA Certificate (corresponds to Block M-P of the 8710)

If you currently hold a FAA Certificate, the information displays as follows:

FAA Certificate (Block M-P)

☒ Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

Please Note: A recently issued temporary certificate might not yet exist at the Airman Registry. If you have such a certificate, enter that information in the 'Add / Modify a Certificate' section below.

Existing Airman Certificates

	Certificate #	Certificate Type	Date Issued
Select	1526841	COMMERCIAL PILOT	06/09/1970

Add / Modify a Certificate

Please Note: Only enter a certificate here if you have no existing Airman certificate or your current certificate needs to be updated.

Please choose a certificate type - ☐ Foreign ☐ Restricted ☒ Standard

Certificate Number
☒ US Standard Pilot Certificate

Date Issued

Save Certificate

All Certificates (Existing or Added/Modified for Blocks M-P)

Foreign Pilot License

US Restricted Pilot Certificate

US Standard Pilot Certificate

Delete Certificate

Certificate Num	Issuance Date	Commercial Category/Class Ratings
1526841	06/09/1970	AIRPLANE SINGLE ENGINE LAND INSTRUMENT AIRPLANE ROTORCRAFT HELICOPTER

The applicant's existing certificates display, as retrieved from Airman Database. An applicant can *Add* or *Modify* certificate information by updating the appropriate information and selecting **SAVE CERTIFICATE**.

To delete a Certificate:

- *Select Delete Certificate*

The applicant has the option to add certificate information if a certificate is held and not retrieved from the Airman Database. To add certificate information:

FAA Certificate (Block M-P)

☐ Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

- Check the box

The following displays:

FAA Certificate (Block M-P)

☒ Check here, if you now hold, or you have ever held an FAA Pilot Certificate?

Please Note: A recently issued temporary certificate might not yet exist at the Airman Registry. If you have such a certificate, enter that information in the 'Add / Modify a Certificate' section below.

Existing Airman Certificates

No existing Airman certificates.

Add / Modify a Certificate

Please Note: Only enter a certificate here if you have no existing Airman certificate or your current certificate needs to be updated.

Please choose a certificate type - ☐ Foreign ☐ Restricted ☒ Standard

Certificate Number

Date Issued

☒ US Standard Pilot Certificate

Save Certificate

All Certificates (Existing or Added/Modified for Blocks M-P)

Foreign Pilot License
US Restricted Pilot Certificate
US Standard Pilot Certificate

To add a certificate:

- Click on the appropriate type radio button
- Click the plus sign to the left of the US Standard Pilot Certificate (this example)
- Click on the plus sign to the left of Commercial Category / Class Ratings (this example)

The following selects display:

Add / Modify a Certificate

Please Note: Only enter a certificate here if you have no existing Airman certificate or your current certificate needs to be updated.

Please choose a certificate type - ☐ Foreign ☐ Restricted ☒ Standard

Certificate Number

Date Issued

☒ US Standard Pilot Certificate

☐ ATP Category / Class Ratings

☐ Commercial Category / Class Ratings

☐ AIRPLANE MULTIENGINE LAND
☐ AIRPLANE MULTIENGINE SEA
☐ AIRPLANE SINGLE ENGINE LAND
☐ AIRPLANE SINGLE ENGINE SEA
☐ GLIDER
☐ INSTRUMENT AIRPLANE
☐ INSTRUMENT AIRPLANE AND HELICOPTER
☐ INSTRUMENT HELICOPTER
☐ LTA AIRSHIP
☐ LTA BALLOON WITH AIRBORNE HEATER
☐ LTA GAS BALLOON
☐ ROTORCRAFT GYROPLANE
☐ ROTORCRAFT HELICOPTER

☐ Commercial Type Ratings

☐ Private Category / Class Ratings

☐ Recreational Category / Class Ratings

☐ Sport Pilot Category / Class Ratings

☐ Vintage Aircraft Ratings

☐ STUDENT CERTIFICATE

Save Certificate

- Select Commercial Category / Class Ratings
- Select appropriate Category(ies) and Ratings
- Enter Certificate number from the Certificate
- Enter Date Issued from the Certificate
- Select Save Certificate

The certificate information entered displays as follows:

All Certificates (Existing or Added/Modified for Blocks M-P)

Foreign Pilot License

US Restricted Pilot Certificate

US Standard Pilot Certificate [Delete Certificate](#)

Certificate Num	Issuance Date	Commercial Category/Class Ratings
55555	11/28/2010	AIRPLANE MULTIENGINE LAND INSTRUMENT AIRPLANE

8.2.3 Medical Certificate (corresponds to block Q – T on the 8710)

If Certificate information exists for the applicant in the Airman Database, the information will display as follows:

Medical Certificate (Block Q-T)

☒ Check here, if you now hold a Medical Certificate?

Class of Medical Certificate **Second Class** ▼

Date issued **08/18/2004**

Name of Examiner

The information can be updated if required.

- Enter the Name of the Examiner
- Select Save and Continue

If certificate information does not exist

Medical Certificate (Block Q-T)

☐ Check here, if you now hold a Medical Certificate?

- Check the box indicating you have a Medical Certificate

The following appears:

Medical Certificate (Block Q-T)

☒ Check here, if you now hold a Medical Certificate?

Class of Medical Certificate **(Choose)** ▼

Date issued

Name of Examiner

- Select the Class of Medical Certificate from the drop down list (first, second or third)
- Enter the Date Issued from the certificate
- Enter the Name of the Examiner

Complete the Drug Conviction Section as follows or Select Save & Continue

Drug Conviction (Block U-V)
☐ Check here, if you have ever been convicted for violation of any Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances?

Save & Continue

- Check the box if you have a drug conviction
- The following question displays

Date of final conviction

Save & Continue

- Enter the date of conviction
- Select Save & Continue

8.3 Basis of Issuance Part 61

☒ Completion of Required Test (Block A)
☐ Military Competence (Block B)
☐ Graduate of Approved Course (Block C)
☐ Holder of Foreign License (Block D)
☐ Completion of Air Carrier's Approved Training Program (Block E)

A box will be checked based on the Certifications selected in Step 2 of the Start Application.

This Basis of Issuance will determine the requirements for completion of the remaining part of this section.

For the Completion of Required Test (Block A):

Completion of Required Test (Block A)

Aircraft 1

Search By

☒ Make/Model
☐ Name

Model

(Type at least 1 letter)

Make/Model

Total Time

PIC Time

Aircraft 2

Search By

☒ Make/Model
☐ Name

Model

(Type at least 1 letter)

Make/Model

Total Time

PIC Time

Simulator/ Training Device

Simulator time

FTD Time

Save & Continue

- Enter Aircraft 1 information
- To search for a model, enter the first letter and then select from the drop down list
- The Make / Model will be display from the selection
- Enter Total Time in Aircraft
- Enter PIC Time, if applicable
- Enter Aircraft 2 information if a test in a second aircraft was conducted
- Enter Simulator / Training Device information if appropriate to the applicany
- Select Save & Continue

8.4 Basis of Issuance Part 121 and 135

The Air Opertor information is pre-populated from the Choose path section of the application. The user may then select Save and Continue.

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Basis of Issuance (Section 2) (Hide Details)

☐ Completion of Required Test (Block A)

☐ Military Competence (Block B)

☐ Graduate of Approved Course (Block C)

☐ Holder of Foreign License (Block D)

☒ Completion of Air Carrier's Approved Training Program (Block E)

Completion of Air Carrier's Approved Training Course (Block E)

Air Operator	5-STATE HELICOPTERS INC
Designation Code	LDUA
Curriculum	Transition

Save & Continue

8.5 Pilot Time

8.5.1 Hours Question(s)

When Pilot Time is selected, the following displays:

Hours Question(s) (Section 4)

☐ Check here, if you have ever failed a test for this rating or certificate?

Import Hours from application: 30561 - 4/18/2011 - AIRLINE TRANSPORT PILOT **Import**

Please Note: IACRA found hours from a previous application started 4/18/2011. These hours will not be saved until the 'Save' button is clicked. Click 'Clear Pilot Hours' to remove hours.

Clear Pilot Hours

Airplane / Rotorcraft / Powered Lift Hours (Show Details...) ^

Glider / Lighter Than Air Hours (Show Details...) ^

Simulator / Training Device / PCATD Hours (Show Details...) ^

Save & Continue

- Check the box if you have failed a test for the rating or certificate

By checking the box, you are answering yes, I have failed a test for this rating or certificate and the following input field will display:

☒ Check here, if you have ever failed a test for this rating or certificate?
 How many times have you failed a test for this rating or certificate?

- Enter the number of times the test was failed

The Aeronautical Experience screen displays as a grid or matrix, where you can easily lay out and display all of your flight experience from your log book. This grid is similar to the one found on the front of the 8710-1 form.

The minimum pilot experience required by the appropriate regulation must be entered. It is recommended, however, that ALL pilot time be entered. Night flying must be entered when required. You should fill in the blocks that apply and ignore the blocks that do not.

Second In Command "SIC" time used may be entered in the appropriate blocks. Flight Simulator, Flight Training Device and PCATD time may be entered in the blocks provided.

To use the Aeronautical Experience grid, simply select the block in which you want to place data and enter the data.

If you need help in filling out the Aeronautical Experience grid, see your Recommending Instructor. Do not submit the application until you are sure that your hours are entered correctly.

Please Note: IACRA found hours from a previous application started 12/13/2010. These hours will not be saved until the 'Save' button is clicked. Click 'Clear Pilot Hours' to remove hours.

Clear Pilot Hours

The application automatically enters any hours from a previous application. Hours can also be imported from other applications.

Import Hours from application:

By selecting *Import*, hours from the selected application will be prepolulated in the aeronautical grid.

To clear the pilot hours:

- Select Clear Pilot hours

Airplane / Rotorcraft / Powered Lift Hours (Show Details...)

Glider / Lighter Than Air Hours (Show Details...)

Simulator / Training Device / PCATD Hours (Show Details...)

- Select the appropriate category for pilot hours

Airplane / Rotorcraft / Powered Lift Hours (Hide Details) [v]			
	Airplane	Rotorcraft	Powered Lift
Total Hours	1500		
Instruction Received	1500		
Solo	1500		
Pilot in Command (PIC)	1500		
Pilot in Command (SIC)	1500		
Cross Country Instruction	1500		
Cross Country Solo	1500		
Cross Country PIC	1500		
Cross Country SIC	1500		
Instrument	1500		
Night Instruction	1500		
Night Takeoff Landings	1500		
Night PIC	1500		
Night SIC	1500		
Night Takeoff Landing PIC	1500		
Night Takeoff Landing SIC	1500		

Save

Glider / Lighter Than Air Hours (Show Details...) [^]	
Simulator / Training Device / PCATD Hours (Show Details...) [^]	

- Enter the appropriate number of hours in the applicable category
- Select Save

The following Summary information displays:

Important Information for IACRA Applicants

1. Your application can not be submitted until all validation errors are corrected.

2. Be sure to review the application **carefully** and make appropriate corrections **before** submitting your application. **If you're not sure that your application is completed correctly, do not submit it until you have consulted your Recommending Instructor or Examiner/Evaluator.**

3. Know your FTN (C9902246), IACRA Username and IACRA Password. You will need to give your FTN to your Recommending Instructor or Examiner/Evaluator to proceed. You may also need to log into IACRA to make corrections.

4. Read and understand the Privacy Act statement by clicking the "View Privacy Act" button below.

5. If you have questions about how to enter data into IACRA, contact National AVS IT Service Desk. (See Below).

Email: 9-NATL-AVS-IT-ServiceDesk@faa.gov

Phone: 1-877-287-6731

Certificate Summary

Certificate Type: AIRLINE TRANSPORT PILOT

Certificate #: 3434343

Ratings:

AIRPLANE SINGLE ENGINE LAND

COMMERCIAL PILOT PRIVILEGES

AIRPLANE MULTIENGINE LAND

INSTRUMENT HELICOPTER

Limitations:

1. ENGLISH PROFICIENT

View Privacy Act

Review

Submit Application

The Summary Page validates your application and requires you to review a summary of your certificate information and an unofficial copy of your application before allowing you to submit your application.

Your application will be validated and any error messages will be displayed at the top of the Summary Page. Follow the instructions in the validation error messages to fix the problems then return to the Summary Page. You will not be allowed to continue until all validation errors have been corrected.

Prior to reviewing and submitting your application, you must view the Privacy Act. By viewing the Privacy Act, you are indicating you have read and understand the Privacy Act.

- *Select View Privacy Act*

The Privacy Act displays in a new window. When you have finished reading or printing the document:

- *Select Close*

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The window closes and returns you to the Summary Section within IACRA with the Review application selection enabled.

➤ *Select Review*

This will display an unofficial copy of your application in a new window. Before you may submit your application you must review it to ensure that the correct information has been entered. If corrections need to be made, go back and make the appropriate changes before continuing.

Once you have completed the review of the application:

➤ *Select Close*

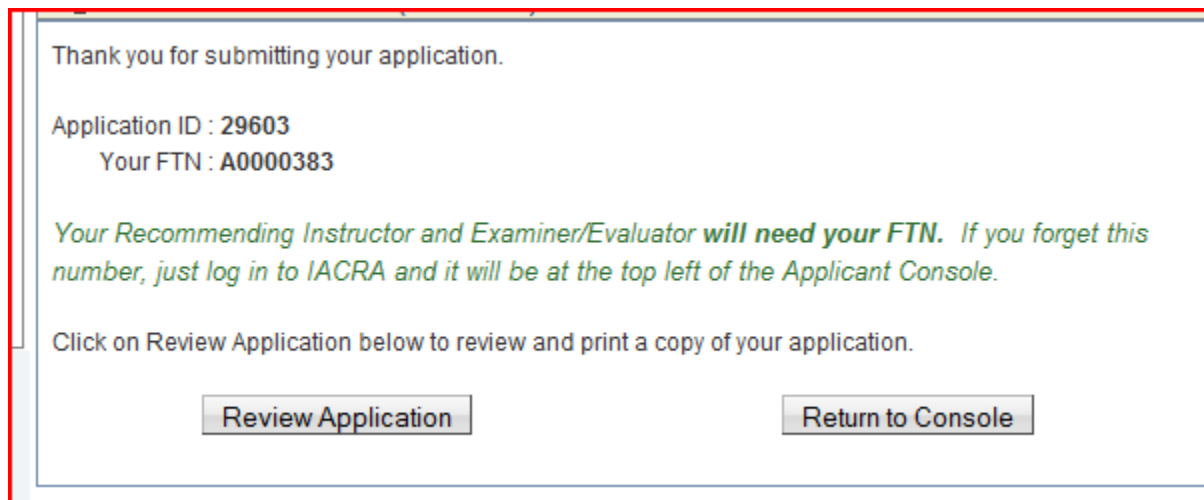
The window closes and returns you to the Summary Section within the application with the Submit application selection enabled.

➤ *Make any changes that are necessary*

Or

➤ *Select Submit Application*

The following displays:



Thank you for submitting your application.

Application ID : 29603
Your FTN : A0000383

*Your Recommending Instructor and Examiner/Evaluator **will need your FTN**. If you forget this number, just log in to IACRA and it will be at the top left of the Applicant Console.*

Click on Review Application below to review and print a copy of your application.

[Review Application](#) [Return to Console](#)

9.0 Change an Application

Applications using the new functionality/path within 8.1 can be changed. These changes can be made:

- At any time prior to submitting the application
- Does not require creating a new application
- Does not require deleting the existing application

On all screens within the IACRA – Application Process the Certification being sought is displayed as follows:



IACRA - Application Process

Applying For: [ATP > Standard > CFR 61 > Original - AIRPLANE SINGLE ENGINE LAND -](#) [\(Change\)](#)

To start the Change process:

- Select Change (in parentheses on the Applying for line)
- Application returns you to the Update Application Screen as follows:

IACRA - Update Application

1) Application Type

Type of Application

Pilot

2) Certifications (Hide Details) [v]

Pilot Certifications

- Airline Transport Pilot
 - Standard
 - CFR 61 (Completion of Required Test)
 - **Original Issuance**
 - Added Category/Class
 - Added Type Rating
 - Second In Command
 - Vintage Aircraft Authorization
 - CFR 141 (Graduate of Approved Course)
 - CFR 142 (Graduate of Approved Course)
 - Military Competency
 - CFR 121 (Advanced Qualification Program)
 - CFR 121 (Training Program)
 - CFR 135 (Training Program)
 - Restricted (Special Purpose)
- Commercial Pilot
- Private Pilot
- Recreational Pilot
- Sport Pilot
- Student Pilot

3) Other Path Information

ATP > Standard > CFR 61 > Original

Certificate Category/Class

AIRPLANE SINGLE ENGINE LAND
AIRPLANE SINGLE ENGINE SEA
AIRPLANE MULTIENGINE LAND
AIRPLANE MULTIENGINE SEA
ROTORCRAFT HELICOPTER

Type Rating

Model
Make/Model

4) Update Application

Application ID: 29601
Path: ATP > Standard > CFR 61 > Original

Please verify all of the information updating the application.

Cancel
Update Application

- Update applicable information
- Select Update Application
- Follow the appropriate steps in Application Process for this change

Note> The Update / Change functionality is only available for the 8.0 release of IACRA. If an application was created under an older version's path or the path has not been converted to the 8.0 release, the Update / Change functionality **is not** available.

10 Recommending Instructor Process Overview

10.1 Instructor Console

When the role of Air Carrier Flight Instructor is selected, the following screen is displayed:

Once the Air Operator is selected, the the following console will be displayed if logged in as the Air Carrier Flight Instructor or if logged in directly as a Recommending Instructor:

Certificate Number	Certificate Type	Issued	Expires
2745212	FLIGHT ENGINEER	02/26/2003	09/01/2012
2745212	AIRLINE TRANSPORT PILOT	12/08/2005	09/01/2012
2745212	PRIVATE PILOT (FOREIGN BASED)	08/13/2009	09/01/2012
549963043	FLIGHT INSTRUCTOR	04/12/1983	04/30/2011

This screen allows the Recommending Instructor to retrieve an applicant's submitted application, view history and provides statistics of the applications processed.

- *Enter the FTN in the appropriate box*
- *Select Retrieve*

The following displays for the applicant:

IACRA - Search Results

Applicant Information

FTN C9901385
First Name TEST
Last Name TEST

Existing Applications

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
29637	12/28/2010	ATP > Standard > CFR 61 > Original	Submitted by Applicant	12/28/2010	Continue <input type="button" value="Go"/>
29433	12/02/2010	ATP > Standard > CFR 61 > Second In Command	Submitted by Applicant	12/16/2010	Continue <input type="button" value="Go"/>
29432	12/02/2010	ATP > Standard > CFR 61 > Original	Submitted by Applicant	12/28/2010	You do not hold the type rating A-600 to view and/or process this application.
29341	10/21/2010	ATP > Standard > CFR 61 > Added Type Rating	Completed	11/18/2010	You do not hold the type rating ATR-72 to view and/or process this application.
29339	10/20/2010	ATP > Standard > CFR 61 > Added Type Rating	Completed	11/18/2010	You do not hold the type rating A-300SA to view and/or process this application.

1 2 3 4 5 6 7 8 9 10 ...

[Return to Console](#)

All applications for the applicant are displayed with their corresponding status. The status determines what actions can be performed by the RI. The Available Actions are indicated in the right hand column with drop down menus when appropriate.

- Select the application to be processed
- Select GO from the Available Actions column

10.2 Instructor Checklist

This screen allows the Recommending Instructor to return the application to the applicant or process the application. Applicants cannot change the application once it has been submitted. The Recommending Instructor has to return the application to the applicant in order to make changes. Once the Recommending Instructor signs the application, the return function is disabled. If the application is returned, the applicant makes the changes and resubmits for processing. IACRA has been designed to allow only validated applications to be process by the Recommending Instructor.

The first step in the process for a Recommending Instructor is to review the application for major issues.

To view the application:

- Select the application from the View Application box on the right navigation panel:

IACRA Home » Instructor Console » Instructor Checklist (Hide All)

Instructor Checklist

Application Information


Applicant Name: TEST ASDF TEST
FTN: C9901385
Application ID: 29637
Application Type: ATP > Standard > CFR 61 > Original

Begin Checklist

Checklist Status

☒ Return Application
☒ Knowledge Test
☒ Summary Information
☐ Sign Application

View Application



☒ **Return Application** (Hide Details) ^

This option returns the application to the applicant for **major** correction. The application can be retrieved again for processing after it has been re-submitted.

Return Application Continue

☒ **Knowledge Test** (Show Details...) v

☒ **Summary Information** (Show Details...) v

☐ **Sign Application** (Show Details...) v

The Unofficial Copy of the application displays in a separate window. When the review is completed:

- *Select Close*

Window closes and returns you to the Instructor Checklist within the application.

10.2.1 Return the Application

Once the Recommending Instructor reviews the application for accuracy, a decision is made on whether to return the application:


- *Select Return Application*
- The following confirmation displays:

Instructor Checklist (Hide All)

Instructor Checklist

Application Information

The page at http://141.199.70.42 says:

 Are you sure you want to return the Application back to the Applicant? You will be redirected back to the Console, once you return.

OK Cancel

This option returns the application to the applicant for **major** correction. The application can be retrieved again for processing after it has been re-submitted.

Return Application Continue

- *Select OK*

Application returns to the Recommending Instructor Console.

10.2.2 Process the Application

The Recommending Instructor's Checklist is designed to assist the Recommending Instructor in processing the application. From the checklist the Recommending Instructor can review the application form, review the applicant's knowledge test results, and sign the Instructor's Recommendation section of the application form.

The screenshot shows the 'Instructor Checklist' page in the IACRA system. The breadcrumb trail at the top reads 'IACRA Home » Instructor Console » Instructor Checklist'. The page title is 'Instructor Checklist' with a '(Hide All)' link. Below this is the 'Application Information' section, which displays the following details: Applicant Name: TEST ASDF TEST, FTN: C9901385, Application ID: 29637, and Application Type: ATP > Standard > CFR 61 > Original. A 'Begin Checklist' button is located at the bottom right of this section. The next section is 'Return Application', which is marked with a green checkmark and includes a '(Hide Details)' link and an upward arrow. It contains a description: 'This option returns the application to the applicant for major correction. The application can be retrieved again for processing after it has been re-submitted.' and two buttons: 'Return Application' and 'Continue'. Below this is a list of three items: 'Knowledge Test' (marked with a red X), 'Summary Information' (marked with a green checkmark), and 'Sign Application' (marked with an empty circle). Each item has a '(Show Details...)' link and a dropdown arrow. The entire interface is enclosed in a red border.

10.2.3 Knowledge Test

This screen is designed to display and validate the applicant's knowledge test results.

- *Select Knowledge Test from the Checklist*

The following screen displays:

Knowledge Test (Hide Details)

Please verify that the entire name on the knowledge test matches the name that is registered in IACRA. Otherwise it may be returned by the Airmen Registry due to a name mismatch

Enter Knowledge Test Exam ID: **Search**

Note: If multiple Knowledge Tests are required, you must search for each test separately.

Associated Knowledge Tests

There are no Knowledge Tests currently associated with this application.

NOTICE TO IACRA USERS AND AIRMEN APPLICANTS

Please allow at least 48 hours from the time an airman knowledge test is completed.

If the recommended timeframe has passed and you are unable to locate the required knowledge test, see the contact information below:

National AVS IT Service Desk
Phone: 1-877-287-6731
Email: 9-NATL-AVS-IT-ServiceDesk@faa.gov

Previous **Continue**

- *Enter the Knowledge Test Exam ID*
- *Select Search*

IACRA will search the Airman Test System (ATS) database to verify that the applicant's knowledge test results are recorded. If the applicant's knowledge test results are not found in the ATS database, an error message will appear with the appropriate contact information. You will not be allowed to complete processing of the application until the applicant's knowledge test results can be verified.

If the applicant's knowledge test results are found in the ATS database, IACRA will validate the expiration date of the knowledge test and the Pass/Fail status. If the current date is greater than the knowledge test expiration date, IACRA will issue an error message. You will still be allowed to sign an application for Airline Transport Pilot even though the knowledge test has expired. For all other types of certification, you will not be allowed to sign the application if the knowledge test has expired. If the applicant has failed the knowledge test, you will not be allowed to sign the application.

If the applicant's test results are found in the ATS database, and if the applicant has passed the knowledge test and has not exceeded the expiration date the following displays:

Knowledge Test (Hide Details)

Please verify that the entire name on the knowledge test matches the name that is registered in IACRA. Otherwise it may be returned by the Airmen Registry due to a name mismatch

Enter Knowledge Test Exam ID:

Note: If multiple Knowledge Tests are required, you must search for each test separately.

Associated Knowledge Tests

Exam ID	Exam Code	Exam Date	Expires	P/F	Score	Site ID	
1P12152005940001	RTG	12/15/2005	11/10/2010	P	88	ASO11	<input type="button" value="Remove"/>

NOTICE TO IACRA USERS AND AIRMEN APPLICANTS

Please allow at least 48 hours from the time an airman knowledge test is completed.

If the recommended timeframe has passed and you are unable to locate the required knowledge test, see the contact information below:

National AVS IT Service Desk
Phone: 1-877-287-6731
Email: 9-NATL-AVS-IT-ServiceDesk@faa.gov

- Review the test results
- Select Associate to associate the exam with the applicant

The following displays:

Associated Knowledge Tests

Exam ID	Exam Code	Exam Date	Expires	P/F	Score	Site ID	
90040520050079576	AMG	4/5/2005	12/12/2011	P	98	ABS65601	<input type="button" value="Remove"/>

- Multiple Knowledge Tests can be associated with an applicant
- Follow the above steps for Each Test

To view the Knowledge Tests associated with an applicant:

- Select View Associated Tests

The Airman Knowledge Test Report displays in a separate window

When review of the test is complete,

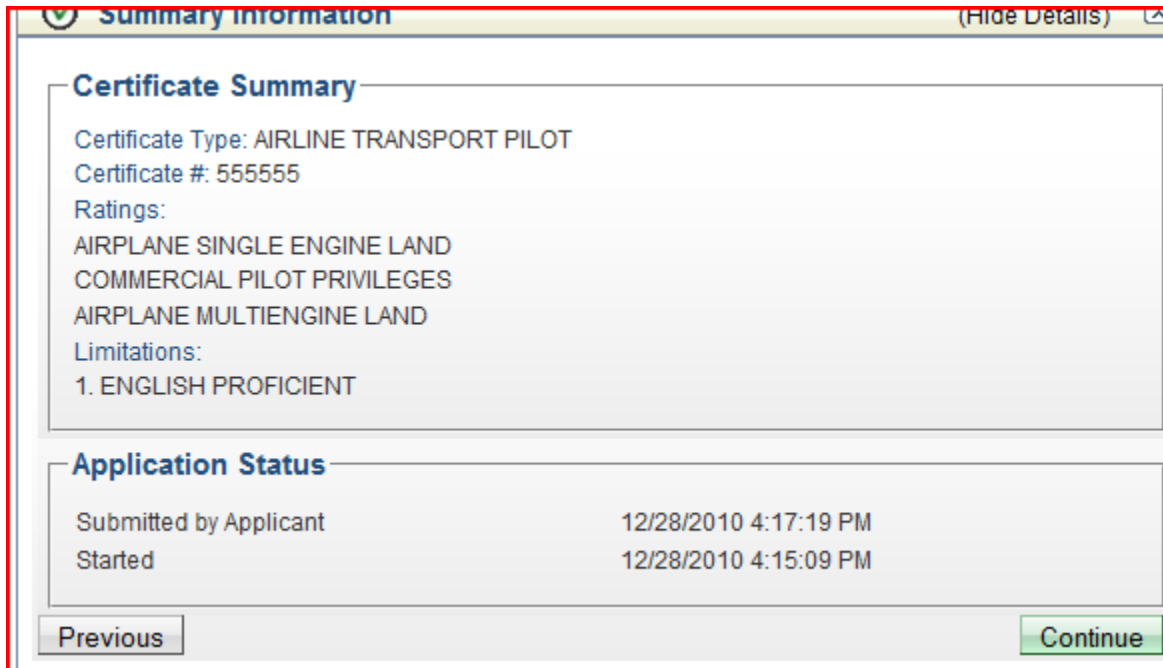
- *Select Close*

Window closes and returns to the Instructor Checklist.

10.2.4 Summary Information

- *Select Summary Information from the Checklist*

Certificate Summary Information displays, as follows:



The screenshot shows a window titled "Summary Information" with a "(Hide Details)" link and an expand/collapse icon. The window contains two main sections: "Certificate Summary" and "Application Status".

Certificate Summary

- Certificate Type: AIRLINE TRANSPORT PILOT
- Certificate #: 555555
- Ratings:
 - AIRPLANE SINGLE ENGINE LAND
 - COMMERCIAL PILOT PRIVILEGES
 - AIRPLANE MULTIENGINE LAND
- Limitations:
 - 1. ENGLISH PROFICIENT

Application Status

Submitted by Applicant	12/28/2010 4:17:19 PM
Started	12/28/2010 4:15:09 PM

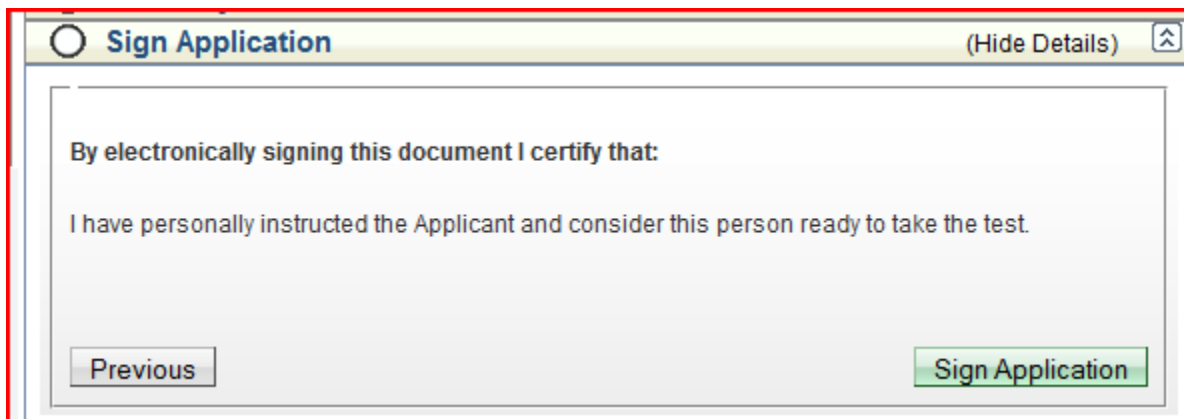
At the bottom of the window are two buttons: "Previous" and "Continue".

Review the Summary information:

- *Select Continue*

Application closes the section and opens the Sign Application, as follows:

10.2.5 Sign Application



The screenshot shows a window titled "Sign Application" with a "(Hide Details)" link and an expand/collapse icon. The window contains a text area with the following text:

By electronically signing this document I certify that:

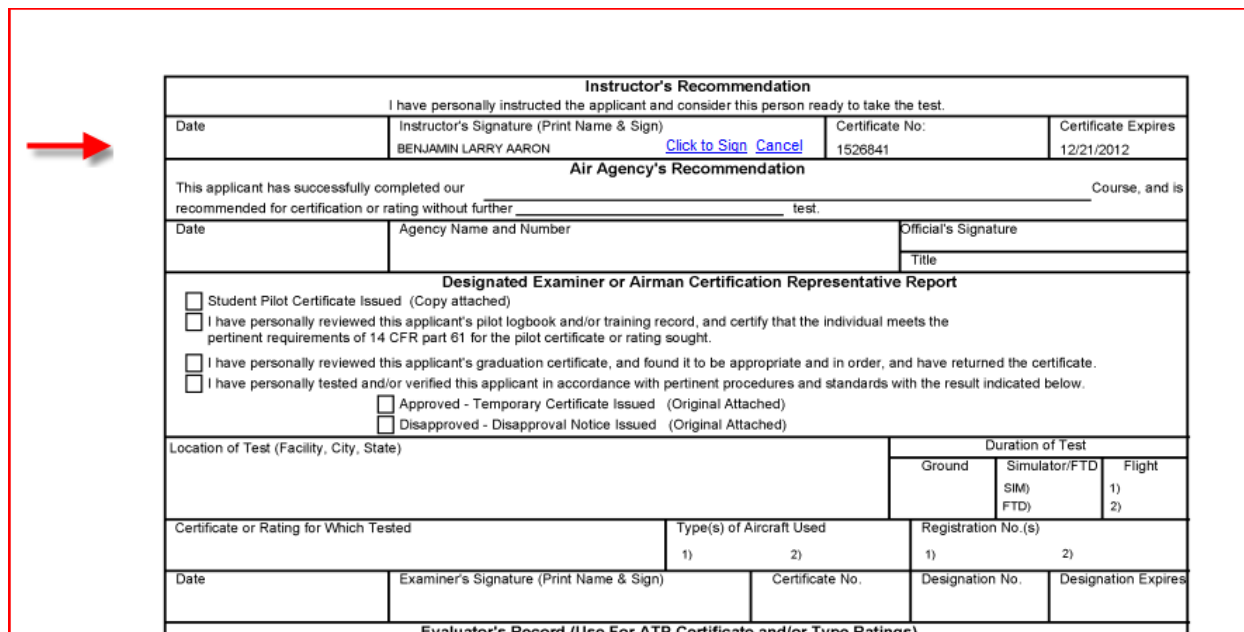
I have personally instructed the Applicant and consider this person ready to take the test.

At the bottom of the window are two buttons: "Previous" and "Sign Application".

To sign the application,

- *Select Sign Application*

The Application displays in a separate window to allow the Recommending Instructor to digitally sign the certification application.



The screenshot shows a digital form titled "Instructor's Recommendation". A red arrow points to a "Click to Sign" link in the "Instructor's Signature" field. The form includes sections for "Air Agency's Recommendation", "Designated Examiner or Airman Certification Representative Report", and "Evaluator's Record".

Instructor's Recommendation				
I have personally instructed the applicant and consider this person ready to take the test.				
Date	Instructor's Signature (Print Name & Sign) BENJAMIN LARRY AARON	Certificate No. 1526841	Certificate Expires 12/21/2012	
Air Agency's Recommendation				
This applicant has successfully completed our _____ test. _____ Course, and is recommended for certification or rating without further _____ test.				
Date	Agency Name and Number	Official's Signature Title		
Designated Examiner or Airman Certification Representative Report				
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached)				
<input type="checkbox"/> I have personally reviewed this applicant's pilot logbook and/or training record, and certify that the individual meets the pertinent requirements of 14 CFR part 61 for the pilot certificate or rating sought.				
<input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate.				
<input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.				
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached)				
<input type="checkbox"/> Disapproved - Disapproval Notice Issued (Original Attached)				
Location of Test (Facility, City, State)		Duration of Test		
		Ground	Simulator/FTD SIM) FTD)	Flight 1) 2)
Certificate or Rating for Which Tested	Type(s) of Aircraft Used 1) 2)	Registration No.(s) 1) 2)		
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)				

- *Select Click to Sign*
- *IACRA processes the signatures*
- *Window automatically closes when signing is complete*
- *Returns to the Instructor checklist*

The following confirmation box appears:



The confirmation box displays the message "Thank you. Application has been successfully signed." and three buttons: "Review 8710-1", "Sign Another", and "Logout".

After the Recommending Instructor has signed the application, the Certifying Officer can access the application. Airline Transport Pilot applications do not necessarily require an RI signature unless it is for a Second In Command application or if the applicant previously failed a rating.

From the confirmation, the Recommending Instructor can Review the 8710-1 just signed, Sign Another or Logout.

- *Select Review 8710-1*

Application opens in a separate window for review

- *Sign Another*

Application returns to the Recommending Instructor Console

- *Logout*

Application returns to the home page

11 Certifying Officer Process Overview

When the role selected at login is Aviation Safety Inspector (ASI), the following IACRA – Certifying Officer Console Appears.

This page allows the certifying officer to select an application based on the applicant's FAA Tracking Number (FTN). ASIs can review completed applications processed through their FSDO. These applications can be searched by examiner name, FTN, date range or certificate type.

IACRA Home » Console

IACRA - Certifying Officer Console

Retrieve & Process Applications

FTN:

(Enter the Applicant's FTN to work, view, or print the related documents such as; application form, temporary certificate or knowledge tests.)

Your IACRA Statistics

Applications Processed

- ~ last quarter: 6
- ~ last month: 2
- ~ last week: 3

View Processed Applications by FSDO

Your FSDO is WP29, SAN FRANCISCO CMO WP29 / SFO CMO

Enter Your Search Criteria

From Date (MM/DD/YYYY)
To Date (MM/DD/YYYY)

12/29/2009
12/29/2010

Certifying Officer Type:
All Types

Certifying Officer or Partial Name:

Application ID is OR starts with:

Applicant Name or Partial Name:

Certificate Type:
All Types

(Tip: Input search criteria above then press Enter or click Search.)

Your Activity History

Date Range -

Airman Information

Airman Certificate
Airman Certificate Rating

Certificate Number	Certificate Type	Issued	Expires
182523190	MECHANIC	01/10/1994	01/01/1900

- *Enter the Applicant's FTN*
- *Select Retrieve*

The following screen displays:

IACRA - Search Results

Applicant Information

FTN C9901385
First Name TEST
Last Name TEST

Existing Applications

Search for ☒ Current Applications ☐ Completed Applications

Application	Start Date	Certificate Type	Status	Status Date	Available Actions
29637	12/28/2010	ATP > Standard > CFR 61 > Original	Signed by RI	12/29/2010	Continue <input type="button" value="Go"/>
29433	12/02/2010	ATP > Standard > CFR 61 > Second In Command	Submitted by Applicant	12/16/2010	A Recommending Instructor is required to sign off on Second In Command applications.
29432	12/02/2010	ATP > Standard > CFR 61 > Original	Submitted by Applicant	12/28/2010	Continue <input type="button" value="Go"/>
28725	07/02/2010	PRIVATE PILOT	Signed by Applicant	07/02/2010	Continue <input type="button" value="Go"/>
28684	06/25/2010	PRIVATE PILOT	Practical Test Signoff - Signed Flight Check	06/25/2010	Continue <input type="button" value="Go"/>

1 2 3 4 5

- Select the application to process
- Select Go from the Available Actions Column

The Certifying Officer's Checklist displays:

IACRA Home » Console » Certifying Officer's Checklist

Certifying Officer's Checklist

(Hide All)

Application Information

Applicant Name: TEST ASDF TEST
FTN: C9901385
Application ID: 29637
Application Type: ATP > Standard > CFR 61 > Original

Begin Checklist

<input checked="" type="checkbox"/> Application Options	(Show Details...)	▼
<input type="checkbox"/> Airman's Identification (ID)	(Show Details...)	▼
<input checked="" type="checkbox"/> Knowledge Test	(Show Details...)	▼
<input type="checkbox"/> Applicant Signature	(Show Details...)	▼
<input type="checkbox"/> Practical Test	Available after Applicant signs	▼
<input checked="" type="checkbox"/> Limitations	Available after Applicant signs	▼
<input checked="" type="checkbox"/> Summary Information	(Show Details...)	▼
<input type="checkbox"/> Sign Application	Available after Applicant signs	▼

Checklist Status

- ☒ Application Options
- ☐ Airman Identification
- ☒ Knowledge Test
- ☐ Applicant Signature
- ☐ Practical Test
- ☒ Limitations
- ☒ Summary Information
- ☐ Sign Application

View Application

11.1 Certifying Officer's Checklist

This screen provides a checklist for the Certifying Officer. After the Certifying Officer completes a checklist section, a check mark will appear in the Checklist Status. Some sections are mandatory and must be completed before the Certifying Officer can sign the application.

- *Select Begin Checklist*
- *Application displays the application options*

11.1.1 Application Options

Application Options (Hide Details)

Return Application

This option returns the application to the applicant for **major** correction. The application can be retrieved again for processing after it has been re-submitted.

Return Application

Edit Application

This option allows the applicant to make **minor** corrections to the application and then return **directly back** to this Checklist.

Edit Application

Comments

These comments will appear under the comments section of the 8710-1.

Insert or Edit Comment

Save Comments

Continue

This section allows the Certifying Officer to make minor changes to the application (Edit), return the application to the applicant for major changes (Return) or add comments to the application – 8710 (Comments).

The Certifying Officer reviews the application and makes the determination that one or more of these options are required.

To view the application:

- *Select the application from the View Application on the right side navigation*

The application displays in a separate window.

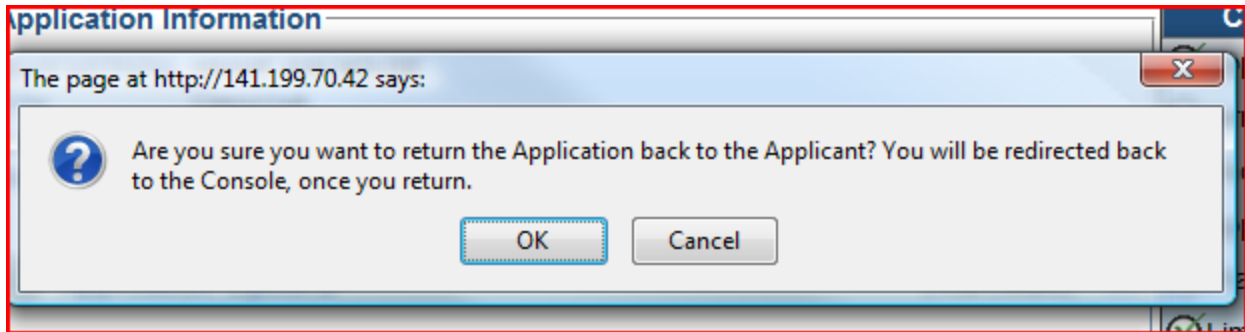
When the review is complete:

- *Select close and the window closes and the application returns to the checklist*

To return the application:

- *Select Return application*

The following confirmation window appears:



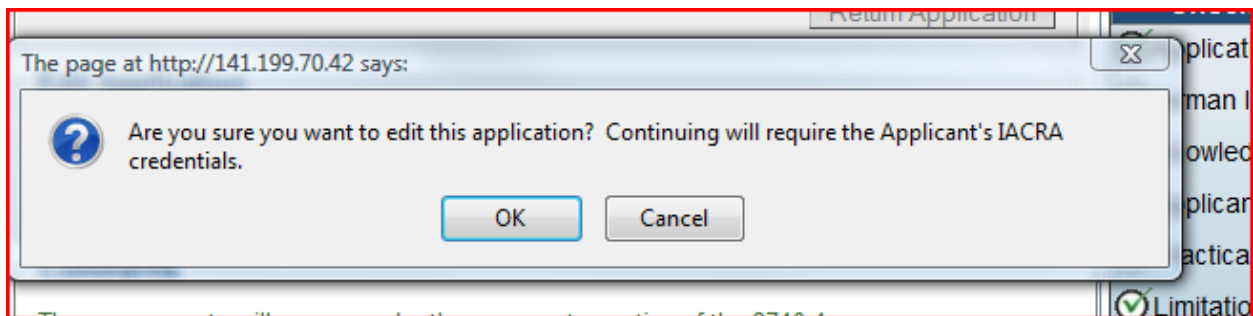
- *Select Cancel*

The application returns to the Certifying Officer's Console

To make minor changes to the application:

- *Select Edit*

The following confirmation window:



- *Select OK – returns to the login screen for the applicant to logon*

Or

- *Select Cancel – returns to the Certifying Officer's Checklist*

Once the applicant completes the changes, the application is validated and resubmitted.

The application presents a CO login box on the applicant summary page as follows:

Review and Submit (Section 5)

(Hide Details)

Thank you for submitting your application.

Application ID : 29637
Your FTN : C9901385


Your Recommending Instructor and Examiner/Evaluator will need your FTN. If you forget this number, just log in to IACRA and it will be at the top left of the Applicant Console.

Click on Review Application below to review and print a copy of your application.

Review Application

Return to Console

CO login to resume checklist

 Once the CO logs in, you will return to the checklist.

CO Username

miltrez_asi

CO Password

Log In

Cancel

WARNING: This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically including Internet access) are provided for the processing of official U.S. Government information. Unauthorized access or use of this computer may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

➤ Enter CO password

➤ Select Log In

Application returns to the Certifying Officer's Checklist.

To Add Comments to the application:

➤ Type comments in the comment box

Comments

These comments will appear under the comments section of the 8710-1.

Insert or Edit Comment

Type comments here for display on the application. |

Save Comments

- Select Save comments

When Application Options section is completed:

- Select Continue

11.1.2 Airman's Identification (ID)

This section allows the Certifying Officer to enter the airman's identification information. This link is mandatory for all types of certification. Inspect acceptable forms of identification to establish the applicant's identity.

The default Identification is USA Driver's License.

- Enter Identification number from the driver's license
- Enter expiration date (mm/dd/yyyy)
- Select the appropriate state from the drop down selection list

Airman's Identification (ID) (Hide Details)

Form of Identification: USA DRIVER'S LICENSE

Identification Number:

Expiration Date (mm/dd/yyyy):

State: --select State-

Previous Save & Continue

- Select Save & Continue

Other forms of Identification:

Passport:

- Select Passport from the drop down selection for Form of Identification
- Enter Identification number from the passport
- Enter Expiration Date (mm/dd/yyyy)
- Select the country that issued the passport from the drop down selection list

- *Select Save & Continue*

Military ID

- *Select Military ID from the drop down selection for Form of Identification*
- *Enter Identification number from the military ID*
- *Enter Expiration Date (mm/dd/yyyy)*
- *Select Save & Continue*

Student ID

- *Select Student ID from the drop down selection for Form of Identification*
- *Enter Identification Number from the student ID*
- *Enter Expiration Date (mm/dd/yyyy)*
- *Select Save & Continue*

Other Government Issued Document

- *Select Other Government Issued Document form the drop down selection for Form of Identification*
- *Enter Identification Number from the document*
- *Enter Expiration Date (mm/dd/yyyy)*
- *Enter the type of Other Government Issued Document (free form text)*
- *Select Save & Continue*

11.1.3 Knowledge Test

Associated Knowledge Tests

Exam ID	Exam Code	Exam Date	Expires	P/F	Score	Site ID
90040520050079576	AMG	4/5/2005	12/12/2011	P	98	ABS65601

View Associated Tests

NOTICE TO IACRA USERS AND AIRMEN APPLICANTS

Please allow at least 48 hours from the time an airman knowledge test is completed.

If the recommended timeframe has passed and you are unable to locate the required knowledge test, see the contact information below:

National AVS IT Service Desk
Phone: 1-877-287-6731
Email: 9-NATL-AVS-IT-ServiceDesk@faa.gov

Previous

Continue

To view the Knowledge Test:

- *Select View Associated Tests*

The Airman Knowledge Test Report displays in a separate window.

When review is complete:

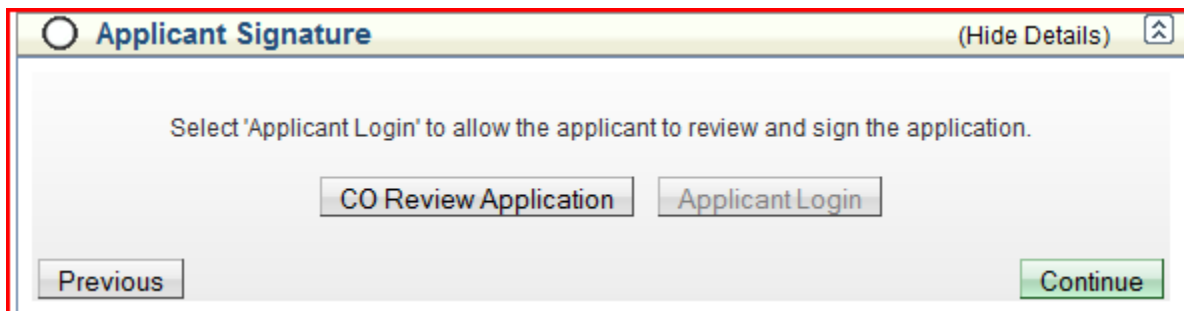
- *Select Close*

Application returns to the Certifying Officer's Checklist

- *Select Continue*

11.1.4 Applicant Signature

This link enables the current application for digital signature by the applicant. The Certifying Officer must review the application for accuracy prior to the applicant signing.



To Review the Application:

- *Select CO Review Application*

The application displays in a separate window

When review is complete:

- *Select Close*

Window closes and application returns to the Certifying Officer's Checklist – Applicant Signature

- *Select Applicant Login*

Applicant Login Window displays:

Application Type: ATP > Standard > CFR 61 > Original

Begin Checklist

This step must be performed by the applicant, TEST, TEST. Applicants are required to log into IACRA on this screen to sign the current application.

Applicant's Username

Applicant's Password

Log In Cancel

WARNING: This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically including Internet access) are provided for the processing of official U.S. Government information. Unauthorized access or use of this computer may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Summary Information (Show Details...)

- Applicant enters Username
- Applicant enters Password
- Selects Log In

The following window displays:

Application Options (Show Details...)

APPLICANT

Please review your application for accuracy. If changes are necessary, cancel or close the sign document to return to the certifying officer's checklist. The Certifying officer may then allow you to edit your application at that time.

I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me.

Review and Sign Application

Limitations Available after Applicant signs

- Select Review and Sign Application


The application opens in a separate window:

<input type="checkbox"/> Completion of Air Carrier's Approved Training Program		1. Name of Air Carrier				2. Date		3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition								
III Record of Pilot Time (Do not write in the shaded areas)																
	Total	Instruction Received	Solo	Pilot in Command (PIC)	Cross Country Instruction Received	Cross Country Solo	Cross Country PIC	Instrument	Night Instruction Received	Night Takeoff Landings	Night PIC	Night Takeoff Landing PIC	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches
Airplanes	1500.00	1500.00	1500.00	PIC 1500.00 SIC 1500.00	1500.00	500.00	PIC 1500.00 SIC 1500.00	1500.00	1500.00	1500.00	PIC 1500.00 SIC 1500.00	PIC 1500.00 SIC 1500.00				
Rotorcraft				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Powered Lift				PIC SIC			PIC SIC				PIC SIC	PIC SIC				
Gliders																
Lighter Than Air																
Simulator																
Training Device																
PCATD																
IV Have you failed a test for this certificate or rating? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																
V. Applicant's Certification - I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.																
Signature of Applicant TEST ASDF TEST												Click to Sign Cancel		Date		
FAA Form 8710-1 (4-00) Supersedes Previous Edition							IACRA Equivalent			Application ID: 29637			NSN: 0052-00-682-0007			

Instructor's Recommendation			
I have personally instructed the applicant and consider this person ready to take the test.			
Date 12/29/2010 10:16:24 AM	Instructor's Signature (Print Name & Sign) BENJAMIN LARRY AARON E-SIGN	Certificate No. 1526841	Certificate Expires 12/21/2012
Air Agency's Recommendation			
This applicant has successfully completed our _____ Course, and is recommended for certification or rating without further _____ test.			
Date	Agency Name and Number	Official's Signature	
		Title	

➤ Applicant selects Click to Sign

Application processes the signature and returns the following CO Logon Screen:



This step must be performed by the Certifying Officer, DAVID, BANNISTERQ. Certifying Officer is required to log back into IACRA on this screen to continue the remaining steps on the Certifying Officer's checklist.

Certifying Officer's Username

Certifying Officer's Password

WARNING: This is a Federal Aviation Administration (FAA) computer system. FAA systems, including all related equipment, networks, and network devices (specifically including Internet access) are provided for the processing of official U.S. Government information. Unauthorized access or use of this computer may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

➤ Certifying Officer enters Username

- *Certifying Officer enters Passwords*
- *Selects Logon*

Application returns to the Certifying Officer's Checklist – Applicant Signature Section

- *Select Continue*

11.1.5 Practical Test

This section enables the certifying officer to enter the results of the practical test and mark the application as either approved, disapproved, or discontinued. This link will remain disabled until the applicant has signed the application.

Practical Test requirements for Oral, Flight and/or Simulator are required if the applicant has not previously failed a rating. For the 121 Advanced Qualification Program (AQP) the Simulator and Flight Test portions of the practical tests will be available.

11.1.5.1 Oral Test

- *Enter Test date or select the calendar and then select date from the calendar*

Search by defaults to Airport Code

- *Enter at least two (2) letters of the Airport IATA code and a list appears*
- *Select the appropriate Airport code*

- The application completes the Airport Information section
- Enter the number of hours for the Test Duration

The screenshot shows a web application interface for an Oral Test. At the top, there are three tabs: "Oral Test" (highlighted in yellow), "Simulator / Flight Training Device", and "Flight Test". Below the tabs is a form titled "Oral Test - Date & Location". The form contains the following fields and controls:

- Test Date:** A text box containing "12/01/2010" with a calendar icon to its right.
- Search By:** Two radio buttons, "Airport Code" (selected) and "Airport Name".
- Airport IATA Code:** A text box containing "AA4" with a green hint "(Type at least 2 letters)".
- Airport:** A text box containing the text "AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,".
- Test Duration:** A text box containing "12".
- Status:** A text box containing "Not Started".
- Buttons:** At the bottom, there are four buttons: "Disapprove" (yellow), "Discontinue" (yellow), "Delete" (yellow), and "Approve" (green).

- Select Disapprove, Discontinue, Delete or Approve

When Disapprove is selected:

Oral Test Disapproval

According to Order 8900.2 Chapter 7, paragraph 37, Procedures, (f)(1)(d) Enter the date of the practical test and sign the Designated Examiner's Report section. Note: this must be the date the practical test was concluded and must be the same date shown on Form 8060-5. Please provide an explanation in the Comments section below. Airmen Registry may issue a correction notice if the dates on the forms do not match.

Select failed Flight Test Standards

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

These comments will appear under the comments section of the 8710-1.

Insert or Edit Comment

Disapprove Cancel

- Select the applicable failed tasks
- Enter comments in the Insert or Edit Comment box
- Select Disapprove

Application appears in a separate window for CO signature

Evaluator's Record (Use For ATP Certificate and/or Type Ratings)			
	Inspector	Examiner	Signature and Certificate Number
Oral	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERO Click to Sign
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>	
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>	

Aviation Safety Inspector or Technician Report

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies.

- Select Click to Sign

Application returns to the Certifying Officer's Checklist – Oral Test

Oral Test Simulator / Flight Training Device Flight Test

Oral Test - Date & Location

Test Date12/01/2010

Search By☒ Airport Code ☐ Airport Name

Airport IATA CodeAA4 (Type at least 2 letters)

AirportAA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,

Test Duration12

StatusDisapproved and Signed by Certifying Officer.

Disapprove

Discontinue

Delete

Approve

When Discontinue is selected:

Oral Test Discontinuance

Reason: --Select--

Explanation:

Select Flight Test Standards completed successfully


Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

Discontinue Cancel

- Select a reason from the drop down list:
 - Medical
 - Weather
 - Mechanical
 - Other
- Enter an Explanation in the Explanation box provided
- Select applicable Task completed successfully
- Select Discontinue

The application returns to the Certifying Officer's Checklist – Oral Test

Oral Test - Date & Location

Test Date: 12/01/2010 

Search By: ☒ Airport Code ☐ Airport Name

Airport IATA Code: AA4 (Type at least 2 letters)

Airport: AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,


Test Duration: 12

Status: Discontinued. Reason for discontinuance: Medical

Make sure that you enter a correct test date when changing the test result from Discontinuance to Approval or Disapproval.

When Delete is selected:

The page at http://141.199.70.42 says:


 Once Oral Test information has been deleted you will no longer be able to retrieve it, would you like to continue?

➤ Select OK

Application returns to the Certifying Officer's Checklist – Oral Test

Oral Test **Simulator / Flight Training Device** **Flight Test**

Oral Test - Date & Location

Test Date: 12/01/2010

Search By: ☒ Airport Code ☐ Airport Name

Airport IATA Code: AA4 (Type at least 2 letters)

Airport: AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,

Test Duration: 12

Status: Approved. Awaiting Certifying Officer signature

Disapprove Discontinue Delete Approve

Previous Continue

- Select Simulator / Flight Training Device Tab, Flight Test Tab or Continue

11.1.5.2 Simulator / Flight Training Device

Oral Test **Simulator / Flight Training Device** **Flight Test**

Simulator / Flight Training Device (FTD)

Test Date:

Search By: ☒ Airport Code ☐ Airport Name

Airport IATA Code: (Type at least 2 letters)

Airport:

Search By: ☒ Make/Model ☐ Name

Simulator: (Type at least 1 letter)

Simulator/FTD:

Test Duration:

Status: Not Started

Disapprove Discontinue Delete Approve

- Enter Test Date or Select Calendar and select date from the calendar

Search by defaults to Airport Code

- Enter at least two (2) letters of the Airport IATA code and a list appears
- Select the appropriate Airport code

The application completes the Airport Information section

Search by defaults to Make/Model for eh Simulator

- Enter a least one (1) letter of the Simulator Make/Model
- Select the appropriate simulator from the drop down list

The application completes the Simulator/FTD description box

- Enter total hours for Test Duration

- Select Disapprove, Discontinue, Delete or Approve

When Disapprove is selected:

Simulator Test Disapproval

According to Order 8900.2 Chapter 7, paragraph 37, Procedures, (f)(1)(d) Enter the date of the practical test and sign the Designated Examiner's Report section. Note: this must be the date the practical test was concluded and must be the same date shown on Form 8060-5. Please provide an explanation in the Comments section below. Airmen Registry may issue a correction notice if the dates on the forms do not match.

Select failed Flight Test Standards

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

These comments will appear under the comments section of the 8710-1.

Insert or Edit Comment

Disapprove Cancel

- Select the applicable failed tasks
- Enter comments in the Insert or Edit Comment box
- Select Disapprove

Application appears in a separate window for the CO Signature

Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)				
Inspector	Examiner	Signature and Certificate Number		Date
Oral	<input type="checkbox"/>	<input type="checkbox"/>		
Approved Simulator/Training Device Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERQ Click to Sign/Cancel	
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>		
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>		
Aviation Safety Inspector or Technician Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.				
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)				

➤ *Select Click to Sign*

Application returns to the Certifying Officer's Checklist – Simulator / Flight Training Device

Oral Test
Simulator / Flight Training Device
Flight Test

Simulator / Flight Training Device (FTD)

Test Date: 12/01/2010

Search By: ☒ Airport Code ☐ Airport Name

Airport IATA Code: AA4 (Type at least 2 letters)

Airport: AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,

Search By: ☒ Make/Model ☐ Name

Simulator: 0020/C/B-767-200 (Type at least 1 letter)

Simulator/FTD: 0020/C/B-767-200 - Level C Flight Simulator AMERICAN AIRLINES

Test Duration: 10

Status: Disapproved and Signed by Certifying Officer.

Disapprove Discontinue Delete Approve

When Discontinue is selected:

Simulator Test Discontinuance

Reason: --Select--

Explanation:

Select Flight Test Standards completed successfully

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

Discontinue Cancel

- Select a reason from the drop down list:
 - Medical
 - Weather
 - Mechanical
 - Other
- Enter an Explanation in the Explanation box provided
- Select applicable Task completed successfully
- Select Discontinue

The application returns to the Certifying Officer's Checklist – Simulator / Flight Training Device

Oral Test Simulator / Flight Training Device Flight Test

Simulator / Flight Training Device (FTD)

Test Date 12/01/2010

Search By ☒ Airport Code ☐ Airport Name

Airport IATA Code AA4 (Type at least 2 letters)

Airport AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,

Search By ☒ Make/Model ☐ Name

Simulator 0020/C/B-767-200 (Type at least 1 letter)

Simulator/FTD 0020/C/B-767-200 - Level C Flight Simulator AMERICAN AIRLINES

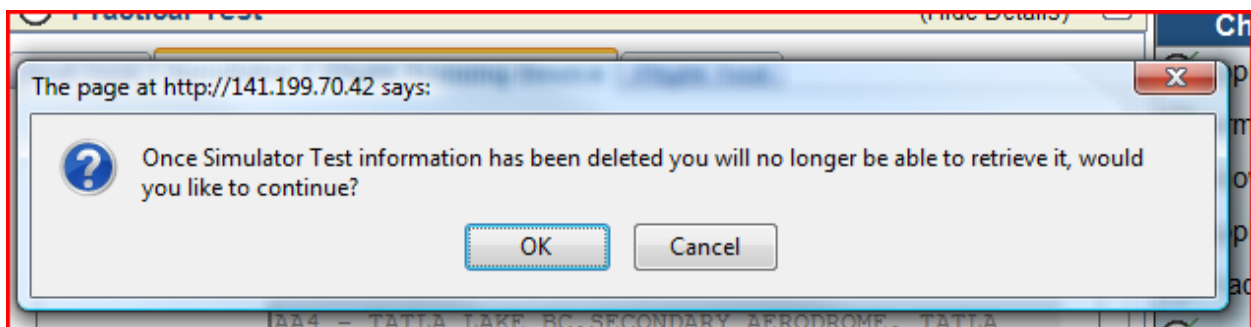
Test Duration 10

Status Discontinued. Reason for discontinuance:Medical

Make sure that you enter a correct test date when changing the test result from Discontinuance to Approval or Disapproval.

Disapprove Discontinue Delete Approve


When Delete is selected:



➤ Select OK

The application returns to the Certifying Officer's Checklist – Simulator / Flight Training Device

Simulator / Flight Training Device (FTD)

Test Date 

Search By ☒ Airport Code ☐ Airport Name

Airport IATA Code (Type at least 2 letters)

Airport

Search By ☒ Make/Model ☐ Name

Simulator (Type at least 1 letter)

Simulator/FTD

Test Duration

Status **Not Started**

When Approved is selected:

The application displays in a separate window for the CO Signature

Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)				
Oral	Inspector <input checked="" type="checkbox"/>	Examiner <input type="checkbox"/>	Signature and Certificate Number	
Approved Simulator/Training Device Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERQ E-SIGN 182523190 12/29/2010 02:31:54 PM	
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERQ Click to Sign Cancel	
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>		
Aviation Safety Inspector or Technician Report				
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.				
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached)		<input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)		
Location of Test (Facility, City, State)		Duration of Test		

➤ Select Click to Sign

Window closes and application returns to the Certifying Officer's Checklist – Simulator / Flight Training Device

Oral Test

Simulator / Flight Training Device

Flight Test

Simulator / Flight Training Device (FTD)

Test Date

12/01/2010

Search By

☒ Airport Code
☐ Airport Name

Airport IATA Code

AA4

(Type at least 2 letters)

Airport

AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,

Search By

☒ Make/Model
☐ Name

Simulator

0020/C/B-767-200

(Type at least 1 letter)

Simulator/FTD

0020/C/B-767-200 - Level C Flight Simulator AMERICAN AIRLINES

Test Duration

10

Status

Approved. Awating Certifying Officer signature

Disapprove

Discontinue

Delete

Approve

- Select Oral Test Tab, Flight Test Tab or Continue

11.1.5.3 Flight Test

Oral Test **Simulator / Flight Training Device** **Flight Test**

Flight Test - Date & Location

Test Date

Search By ☒ Airport Code ☐ Airport Name

Airport IATA Code (Type at least 2 letters)

Airport

Aircraft 1

Search By ☒ Make/Model ☐ Name

Model YL-15-G (Type at least 1 letter)

Make/Model

YL-15-G - BOEING

Reg. No.

Test Duration

Aircraft 2

Search By ☒ Make/Model ☐ Name

Model (Type at least 1 letter)

Make/Model

Reg. No.

Test Duration

Status **Not Started**

- Enter Test Date or Select Calendar and select date from the calendar

Search by defaults to Airport Code

- Enter at least two (2) letters of the Airport IATA code and a list appears
- Select the appropriate Airport code

The application completes the Airport Information section

Aircraft 1 – The Model and the Make / Model fields are completed from the Application Process by the Applicant. If incorrect, the model can be changed by

- Enter at least one (1) letter in the Model field

- Select the appropriate Model from the list
- Enter Registration number
- Enter total hours for Test Duration

If a second aircraft was used for the Flight Test, follow the steps above for Aircraft 2

Oral Test
Simulator / Flight Training Device
Flight Test

Flight Test - Date & Location

Test Date
12/04/2010

Search By
☒ Airport Code
☐ Airport Name

Airport IATA Code
AA4
(Type at least 2 letters)

Airport
AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,

Aircraft 1

Search By
☒ Make/Model
☐ Name

Model
YL-15-G
(Type at least 1 letter)

Make/Model
YL-15-G - BOEING

Reg. No.
ads44s

Test Duration
12

Aircraft 2

Search By
☒ Make/Model
☐ Name

Model
(Type at least 1 letter)

Make/Model

Reg. No.

Test Duration

Status
Not Started

Disapprove
Discontinue
Delete
Approve

- Select Disapprove, Discontinue, Delete or Approve

When Disapprove is selected

Flight Test Disapproval

According to Order 8900.2 Chapter 7, paragraph 37, Procedures, (f)(1)(d) Enter the date of the practical test and sign the Designated Examiner's Report section. Note: this must be the date the practical test was concluded and must be the same date shown on Form 8060-5. Please provide an explanation in the Comments section below. Airmen Registry may issue a correction notice if the dates on the forms do not match.

Select failed Flight Test Standards

Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

These comments will appear under the comments section of the 8710-1.

Insert or Edit Comment

Disapprove

Cancel

- Select the applicable failed tasks
- Enter comments in the Insert or Edit Comment box
- Select Disapprove

Application appears in a separate window for the CO Signature

		1)		2)		1)		2)	
Date		Examiner's Signature (Print Name & Sign)		Certificate No.		Designation No.		Designation Expires	
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)									
		Inspector		Examiner		Signature and Certificate Number		Date	
Oral		<input checked="" type="checkbox"/>		<input type="checkbox"/>		DAVID BANNISTERQ E-SIGN		182523190 12/29/2010 02:31:54 PM	
Approved Simulator/Training Device Check		<input checked="" type="checkbox"/>		<input type="checkbox"/>					
Aircraft Flight Check		<input checked="" type="checkbox"/>		<input type="checkbox"/>		DAVID BANNISTERQ		Click to Sign/Cancel	
Advanced Qualification Program		<input type="checkbox"/>		<input type="checkbox"/>					
Aviation Safety Inspector or Technician Report									
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.									
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached)					<input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)				
Location of Test (Facility, City, State) ORAL AA4-TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC, ; AIRCRAFT FLIGHT CHUCK M4-TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,						Duration of Test			
						Ground		Simulator/FTD	
						Flight			

➤ Select Click to Sign

Application returns to Certifying Officer's Checklist – Flight Test

Oral Test
Simulator / Flight Training Device
Flight Test

Flight Test - Date & Location

Test Date
12/04/2010

Search By
☒ Airport Code
☐ Airport Name

Airport IATA Code
AA4
(Type at least 2 letters)

Airport
AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,

Aircraft 1

Search By
☒ Make/Model
☐ Name

Model
YL-15-G
(Type at least 1 letter)

Make/Model
YL-15-G - BOEING

Reg. No.
ads44s

Test Duration
12

Aircraft 2

Search By
☒ Make/Model
☐ Name

Model
(Type at least 1 letter)

Make/Model

Reg. No.

Test Duration

Status
Disapproved and Signed by Certifying Officer.

Disapprove
Discontinue
Delete
Approve

When Discontinue is selected

Search By ☒ Make/Model ☐ Name

Flight Test Discontinuance

Reason

Explanation

Select Flight Test Standards completed successfully


Select	Task
<input type="checkbox"/>	1.0 N/A I. PREFLIGHT PREPARATION
<input type="checkbox"/>	1.0 N/A II. PREFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A III. TAKEOFF AND DEPARTURE PHASE
<input type="checkbox"/>	1.0 N/A IV. INFLIGHT MANEUVERS
<input type="checkbox"/>	1.0 N/A IX. POSTFLIGHT PROCEDURES
<input type="checkbox"/>	1.0 N/A V. INSTRUMENT PROCEDURES
<input type="checkbox"/>	1.0 N/A VI. LANDINGS AND APPROACHES TO LANDINGS
<input type="checkbox"/>	1.0 N/A VII. NORMAL AND ABNORMAL PROCEDURES
<input type="checkbox"/>	1.0 N/A VIII. EMERGENCY PROCEDURES

- Select a reason from the drop down list:
 - Medical
 - Weather
 - Mechanical
 - Other
- Enter an Explanation in the Explanation box provided
- Select applicable Task completed successfully
- Select Discontinue

The application returns to the Certifying Officer's Checklist –Flight Test

[Oral Test](#) | [Simulator / Flight Training Device](#) | [Flight Test](#)

Flight Test - Date & Location

Test Date: 

Search By: ☒ Airport Code ☐ Airport Name

Airport IATA Code: (Type at least 2 letters)

Airport:

Aircraft 1

Search By: ☒ Make/Model ☐ Name

Model: (Type at least 1 letter)

Make/Model:

Reg. No.:

Test Duration:

Aircraft 2

Search By: ☒ Make/Model ☐ Name

Model: (Type at least 1 letter)

Make/Model:

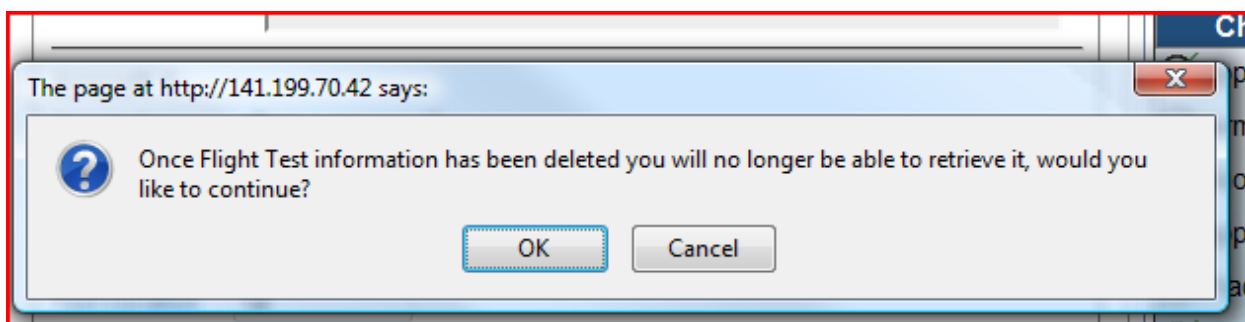
Reg. No.:

Test Duration:

Status:

Make sure that you enter a correct test date when changing the test result from Discontinuance to Approval or Disapproval.

When Delete is selected




➤ Select OK

The application returns to the Certifying Officer's Checklist – Flight Test

Oral Test **Simulator / Flight Training Device** **Flight Test**

Flight Test - Date & Location

Test Date 

Search By ☒ Airport Code ☐ Airport Name

Airport IATA Code (Type at least 2 letters)

Airport

Aircraft 1

Search By ☒ Make/Model ☐ Name

Model (Type at least 1 letter)

Make/Model

Reg. No.

Test Duration

Aircraft 2

Search By ☒ Make/Model ☐ Name

Model (Type at least 1 letter)

Make/Model

Reg. No.

Test Duration

Status **Not Started**

When Approved is selected

The application opens in a separate window for the CO signature

		1)	2)	1)	2)
Date	Examiner's Signature (Print Name & Sign)	Certificate No.	Designation No.	Designation Expires	
Evaluator's Record (Use For ATP Certificate and/or Type Ratings)					
Oral	Inspector <input type="checkbox"/>	Examiner <input type="checkbox"/>	Signature and Certificate Number		
Approved Simulator/Training Device Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERQ E-SIGN 182523190 12/29/2010 03:06:30 PM		
Aircraft Flight Check	<input checked="" type="checkbox"/>	<input type="checkbox"/>	DAVID BANNISTERQ Click to Sign/Cancel		
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>			
Aviation Safety Inspector or Technician Report					
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.					
<input type="checkbox"/> Approved - Temporary Certificate Issued (Original Attached) <input type="checkbox"/> Disapproved -- Disapproval Notice issued (Original Attached)					
Location of Test (Facility, City, State) APPROVED SIM/TRAINING DEVICE AA4-TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC.			Duration of Test		
			Ground	Simulator/FTD SIM) 10.0 FTD)	Flight 1) 2)
Certificate or Rating for Which Tested		Type(s) of Aircraft		Registration No.	

➤ *Select Click to Sign*

Application returns to the Certifying Officer's Checklist – Flight Test


Oral Test	Simulator / Flight Training Device	Flight Test
Flight Test - Date & Location		
Test Date	12/04/2010	
Search By	<input checked="" type="radio"/> Airport Code <input type="radio"/> Airport Name	
Airport IATA Code	AA4 (Type at least 2 letters)	
Airport	AA4 - TATLA LAKE BC, SECONDARY AERODROME, TATLA LAKE BC,	
Aircraft 1		
Search By	<input checked="" type="radio"/> Make/Model <input type="radio"/> Name	
Model	YL-15-G (Type at least 1 letter)	
Make/Model	YL-15-G - BOEING	
Reg. No.	ads44s	
Test Duration	12	
Aircraft 2		
Search By	<input checked="" type="radio"/> Make/Model <input type="radio"/> Name	
Model	(Type at least 1 letter)	
Make/Model		
Reg. No.		
Test Duration		
Status	Approved. Awaiting Certifying Officer signature	
<input type="button" value="Disapprove"/> <input type="button" value="Discontinue"/> <input type="button" value="Delete"/>		<input type="button" value="Approve"/>
<input type="button" value="Previous"/>		<input type="button" value="Continue"/>

- Select Oral Test Tab, Simulator / Flight Training Device or Continue

When Continue is selected



11.1.6 Graduation Date

This screen allows the Certifying Officer to enter the graduation date for 121 and 135 certification curriculums. This date will be displayed in Section IIE on the 8710-1. The graduation date must be within 12 calendar months from the date the application was submitted.

Air Operator	AERODYNAMICS INC
Designation Code	BUEA
Curriculum	Upgrade
Graduation Date	03/28/2011 
Previous	Save and Continue

11.1.7 Limitations

This screen allows you to select limitations for the temporary certificate.

 **Limitations**
(Hide Details) 

Please enter any previous limitations if appropriate (Type at least 1 character to search)


[Search](#) [Show All](#)

Available Limitations

1 2 3 4 5 6 7 8 9

	ID	Limitation Text
Add	45	CV-PBY5 - LIMITED TO LAND
Add	50	CV-PBY5 - LIMITED TO SEA
Add	100	G-73 - LIMITED TO LAND
Add	105	G-73 - LIMITED TO SEA
Add	110	G-SA16 - LIMITED TO LAND

Selected Limitations

	ID	Limitation Text
	1	ENGLISH PROFICIENT

[Previous](#) [Save & Continue](#)

To add a limitation

- Enter one (1) character of the limitation
- Select search
- Select ADD to the left of the appropriate limitation

Or

- *Select Show All*
- *Select ADD to the left of the appropriate limitation*

Or

- *Scroll through Page numbers to the entire list of Available Limitations*
- *Select ADD to the left of the appropriate limitation*

Some limitations require the Examiner/Evaluator to fill in information. When you select one of these limitations a text box will appear where you can enter limitation text.

A screenshot of a web form titled "Enter limitation text and click on Save". The form contains a "Number" field with the value "905", a "Current limitation text:" label followed by the text "SECOND IN COMMAND REQUIRED", and an "Enter limitation text" input field. A "Save" button is located at the bottom right of the form.

- *Enter the limitation text*
- *Select Save*

A screenshot of a web form titled "Selected Limitations". It features a table with two columns: "ID" and "Limitation Text". The table contains two rows: the first row has a lock icon, the ID "1", and the text "ENGLISH PROFICIENT"; the second row has a trash can icon, the ID "45", and the text "CV-PBY5 - LIMITED TO LAND". Below the table is a "Remove" button. At the bottom of the form are "Previous" and "Save & Continue" buttons.

	ID	Limitation Text
	1	ENGLISH PROFICIENT
	45	CV-PBY5 - LIMITED TO LAND

Mandatory limitations are displayed with a 'lock' to the left of the ID and text fields. These limitations are system generated based on certain criteria for the Certificate and cannot be changed.

To remove limitations:

- *Select Remove (trash can) left of ID and Limitation Text*
- *Select Save and Continue*

11.1.8 Summary Information

The Certificate Summary and Application Status displays:

Certificate Summary

Certificate Type: AIRLINE TRANSPORT PILOT

Certificate #: 555555

Ratings:

AIRPLANE SINGLE ENGINE LAND

COMMERCIAL PILOT PRIVILEGES

AIRPLANE MULTIENGINE LAND

Limitations:

1. ENGLISH PROFICIENT

Application Status

Practical Test Signoff - Signed Flight Check	12/29/2010 3:32:30 PM
Practical Test Signoff - Signed Sim/Training	12/29/2010 3:16:54 PM
Practical Test Signoff - Signed Oral	12/29/2010 2:31:54 PM
Signed by Applicant	12/29/2010 1:54:20 PM
Ready for Applicant Signature	12/29/2010 1:54:20 PM
Signed by RI	12/29/2010 10:16:24 AM
Submitted by Applicant	12/28/2010 4:17:19 PM
Started	12/28/2010 4:15:09 PM

Previous

Continue

- Review the information presented
- Select Continue

11.1.9 Sign Application

The Certifying Officer's Certification Statement displays:

By electronically signing this document I certify that:

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

Previous

Sign Application

- Review the statement
- Select Sign Application

The application opens in a separate window for the Certifying Officer's signature

<input type="checkbox"/> Special Medical test conducted - report forwarded to Aeromedical Certification Branch, AAM-330		<input checked="" type="checkbox"/> Other Approved FAA Qualification Criteria		<input type="checkbox"/> Activity Test		<input type="checkbox"/> Training Course Duties and Responsibilities		
Training Course (FIRC) Name				Graduation Certificate No.		Date		
Date		Inspector's Signature (Print Name & Sign) DAVID BANNISTERQ			Certificate No. 182523190		FAA District Office WP29	
Attachments: <input type="checkbox"/> Student Pilot Certificate (copy) <input checked="" type="checkbox"/> Knowledge Test Report <input type="checkbox"/> Temporary Airman Certificate <input checked="" type="checkbox"/> Notice of Disapproval <input type="checkbox"/> Superseded Airman Certificate		<input checked="" type="checkbox"/> Airman's Identification (ID) ID: MISCELLANEOUS Name: TEST, TEST ASDF Form of ID: 999999 Date of Birth: 2/2/1920 Number: 10/10/2020 Expiration Date: 11-11-1111 Telephone Number: 555555 Certificate Number: 555555 Email Address: TEST@TEST.COM						

FAA Form 8710-1 (4-00) Supersedes Previous Edition IACRA Equivalent Application ID: 29637 NSN: 0052-00-682-6007

- *Select Click to Sign*

The window closes and returns to the Certifying Officer's Checklist – Sign Application

Thank you. Application has been successfully signed and will be sent to the Airmen Registry. If you have any questions or concerns please contact the National AVS IT Service Desk and refer to the application ID.

National AVS IT Service Desk
1-877-287-6731
9-NATL-AVS-IT-ServiceDesk@faa.gov

Choose a Form to Review/Print --Select Form-- **View/Print**

Sign Another

The Certifying Officer can View/Print forms from this screen:

- *Select a form from the drop down list*
- *Select View Print*

When done with reviewing or printing forms:

- *Select Sign Another*

Or

- *Select Logoff*

11.2 Oversight (completed applications)

ASI's and AST's can review completed applications processed through their FSDO. These applications can be searched by examiner name, date range or certificate type.

- *Select Oversight (completed applications) under ASI/AST Options (left navigation colum)*
- *The following Search screen displays:*

Certifying Officer's Review Signed Applications

Your FSDO is WP29, SAN FRANCISCO CMO WP29 / SFO CMO

Enter Your Search Criteria

From Date (MM/DD/YYYY)

2/17/2010

To Date (MM/DD/YYYY)

2/17/2011

Certifying Officer Type:

All Types

Certifying Officer or Partial Name:

Application ID is OR starts with:

Applicant Name or Partial Name:

Certificate Type:

All Types

Search

(Tip: Input search criteria above then press Enter or click Search.)

74 record(s) found.

Search is based on the final certifying officer's signature date

1 2 3 4 5 6 7 8 9 10 ... >>

Application ID	Applicant Name	Applicant FTN	Date Signed	Certificate Type	Certifying Officer Name	Review	Select Document Type
27700	ROSENMERKEL RONALD LEE	A1627404	02/24/2010	STUDENT PILOT	DAVIS T NMN	Review	
27710	ROSENMERKEL RONALD NMN	A1627404	02/24/2010	STUDENT PILOT	DAVIS T NMN	Review	
27943	JONES KRISLEEN ANNETTE	A2525434	03/24/2010	AIRLINE TRANSPORT PILOT	DAVIS T NMN	Review	
28020	JONES KRISLEEN ANNETTE	A2525434	03/30/2010	PRIVATE PILOT	DAVIS T NMN	Review	

The search displays the results for the default criteria. The criteria can be changed to return different results.

To change the criteria:

Under the heading: *Enter Your Search Criteria:*

From Date / To Date

The From Date defaults to one (1) year from date the search is being performed and the To Date defaults to current date

- *Select the From Date Field and Enter a different From Date (from date must be on or later than one year from the date search is performed)*
- *Select the To Date Field and Enter a different To Date*

Enter additional criteria

OR

- *Select Search*
- *Results are displayed*

Certifying Officer Type defaults to All Types, to change the type:

- *From the drop down select one of the following:*
 - *Designated Examiner*
 - *Aviation Safety Inspector*
 - *Aviation Safety Technician*

- *Airman Certification Representative*
- *Training Center Evaluator*
- *Aircrew Program Designee*
- *All Types*

Enter additional criteria

OR

- *Select Search*
- *Results are displayed*

To search by Certifying Officer:

- *Enter the CO's full or Partial Name in the blank field*

Enter additional criteria

OR

- *Select Search*
- *Results are displayed*

To search by Application ID:

- *Enter the Application ID*

The field allows for the exact Application ID to retrieve a specific application or allows for Starts With: which retrieves all applications that start with the criteria.

Enter additional criteria

OR

- *Select Search*
- *Results are displayed*

To search by applicant:

- *Enter Applicant full or Partial Name in the field*

Enter additional criteria

OR

- *Select Search*
- *Results are displayed*

Certificate Type defaults to All Types, to change the type:

- *From the drop down select one of the following:*
 - *Airline Transport Pilot*
 - *Commercial Pilot*
 - *Flight Instructor*
 - *Flight Instructor Sport Pilot*
 - *Ground Instructor*
 - *Inspection Authorization*
 - *Private Pilot*
 - *Recreational Pilot*
 - *Repairman Light Sport Aircraft*
 - *Sport Pilot*
 - *Student Pilot*

Enter additional criteria

OR

- Select Search
- Results are displayed

The number of records found is displayed with the oldest application appearing first on the list. To change pages, select the appropriate page number. To view the forms:

- Select review (Review Column)
- From the drop down select the form to review (Select document Type column)
- The forms available vary depending on the Certificate Type

11.3 Manage School Admins / Air Carrier Flight Instructors

Provides authorized roles the ability to authorize/unauthorized School Administrators and Air Carrier Flight Instructors.

User Information
FTN: A3007505 [Logout](#)
User: mlrtrez_asi
Role: Aviation Safety Inspector

ASI/AST Options

- Console
- Oversight (completed applications)
- User Profile
- Manage School Admins / Air Carrier Flight Instructors
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

Home
What's new in IACRA
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Available

IACRA - Certifying Officer Console

Retrieve & Process Applications

FTN:

(Enter the Applicant's FTN to work, view, or print the related documents such as; application form, temporary certificate or knowledge tests.)

Your IACRA Statistics

Applications Processed

- ~ last 90 Days: 50
- ~ last 30 Days: 13
- ~ last 7 Days: 0

View Processed Applications by FSDO

Your FSDO is WP29, SAN FRANCISCO CMO WP29 / SFO CMO

Enter Your Search Criteria

From Date (MM/DD/YYYY) To Date (MM/DD/YYYY)

2/17/2010 2/17/2011

Certifying Officer Type:

Certifying Officer or Partial Name:

Application ID is OR starts with:

Applicant Name or Partial Name:

Certificate Type:

(Tip: Input search criteria above then press Enter or click Search.)

Your Activity History

Date Range -

Airman Information

Airman Certificate

Certificate Number	Certificate Type	Issued	Expires
182523190	MECHANIC	01/10/1994	

From the Certifying Officer's Console select Manage School Administrators / Air Carrier Flight Instructors

- Select Manage School Admins / Air Carrier Flight Instructors/ under the ASI/AST Options (left navigation column)

The following screen displays:

User Information
FTN: A3007505 [Logout](#)
User: miltrez_asi
Role: Aviation Safety Inspector

ASI/AST Options

- Console
- Oversight (completed applications)
- User Profile
- **Manage School Admins / Air Carrier Flight Instructors**
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

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Manage School Administrators / Air Carrier Flight Instructors

School/Air Operator(s) Search Criteria

List of 194 School/Air Operator(s)
School/Air Operator: (Type at least 1 character)

1 2 3 4 5 6 7 8 9 10 ... >>

Designation Code	Air Agency Type	Air Agency Name	Action
A1ZS	FAR 141	A1ZS - AVTEC SERVICES INC - FAR 141	Click here to select...
A2BA	FAR 135	A2BA - A B FLIGHT SERVICES INC - FAR 135	Click here to select...
A51S	FAR 141	A51S - ACADEMY COLLEGE - FAR 141	Click here to select...
A9LA	FAR 121	A9LA - ALL AMERICA AIRLINES INC - FAR 121	Click here to select...
ABXX	FAR 142	ABXX - ABX AIR INC - FAR 142	Click here to select...

Search Results

The default display contains the Air Agencies the role is authorized to manage. To select from the list, page through the screens by selecting a page number or to search for a specific Air Agency:

- *Enter at least one (1) Character of the School / Air Operator in the selection box*
 - The drop down selection list contains the Designation Code for all Air Agencies with the character in the Name
- *Select Search*
- *Select the Air Agency by selecting Select (Action column)*

The following screen displays:

User Information

TN: A3007505

User: miltrez_asi

Role: Aviation Safety Inspector

Logout

ASI/AST Options

→ Console

→ Oversight (completed applications)

→ User Profile

→ Manage School Admins / Air Carrier Flight Instructors

→ Add Role

→ Change Role

→ Remove Role

→ Edit Preferences

→ Change Password

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Manage School Administrators / Air Carrier Flight Instructors

School/Air Operator(s) Search Criteria

List of 194 School/Air Operator(s)

School/Air Operator:

(Type at least 1 character)

Search

1 2 3 4 5 6 7 8 9 10 ... >>

Designation Code	Air Agency Type	Air Agency Name	Action
A1ZS	FAR 141	A1ZS - AVTEC SERVICES INC - FAR 141	Click here to select...
A2BA	FAR 135	A2BA - A B FLIGHT SERVICES INC - FAR 135	Click here to select...
A51S	FAR 141	A51S - ACADEMY COLLEGE - FAR 141	Click here to select...
A9LA	FAR 121	A9LA - ALL AMERICA AIRLINES INC - FAR 121	Click here to select...
ABXX	FAR 142	ABXX - ABX AIR INC - FAR 142	Click here to select...

Selected School/Air Operator: A1ZS - AVTEC SERVICES INC - FAR 141

☒ School Administrators

☐ Air Carrier Flight Instructors

Name or Partial Name / Phone or Partial Phone (Optional):

Search

List of 59 School Administrator(s)

1 2 3 4 5 6 7 8 9 10 ... >>

Name	Phone	Email Address	Current Status	Action
JUSTIN ADMIN III	111-11-1111	ASPRIGGS@FAA.GOV	Authorized	Disable
ROBERT J ANGELINO SR	111-11-1111	EMAIL@EMAIL.NET	Authorized	Disable
JOHN M DOE JR	111-11-1111	EMAIL@EMAIL.NET	Authorized	Disable
SUE M ANGELINO JR	111-11-1111	SUSAN.ANGELINO@TITAN.COM	Authorized	Disable
JOSH MYERS	111-11-1111	JOSH.CTR.MYERS@FAA.GOV	Authorized	Disable

The Selected School / Air Operator is listed with a designation of School Administrator or Air Carrier Flight Instructors.

The list for all Admins or Flight Instructors is displayed.

To find the specific person, select a page number

Or

- Enter full Name or Partial Name / Phone or Partial Phone (optional)
- Select Search

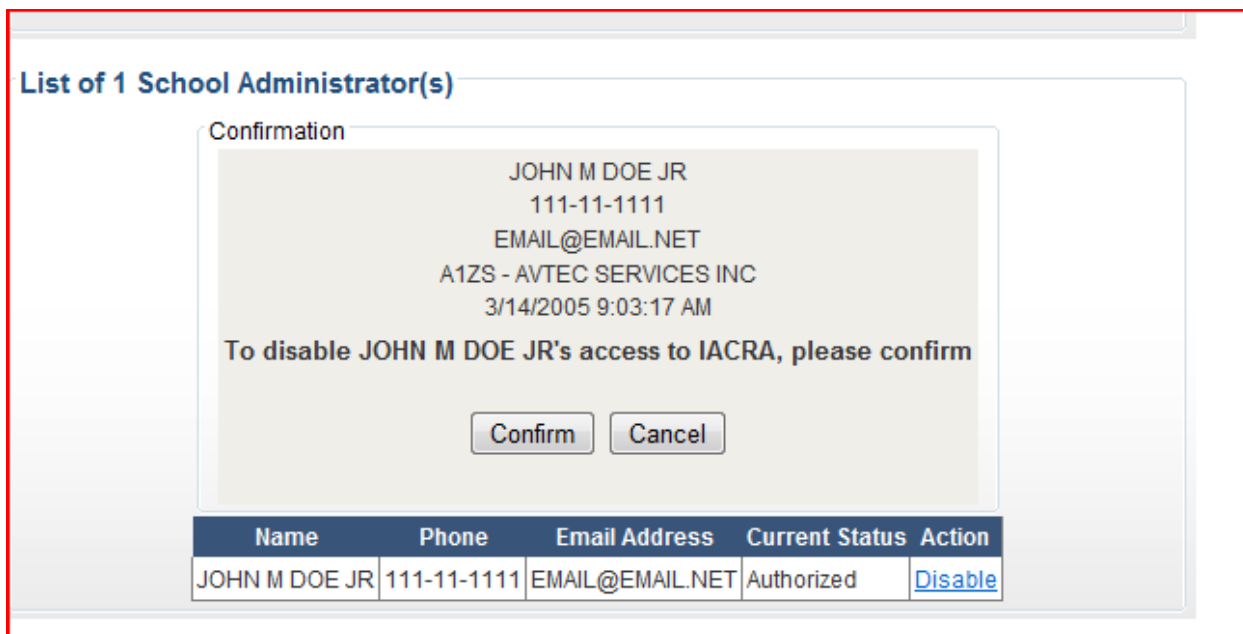
To disable a Admin, from the list presented:

- Select Disable (Action Column)

The following confirmation appears:

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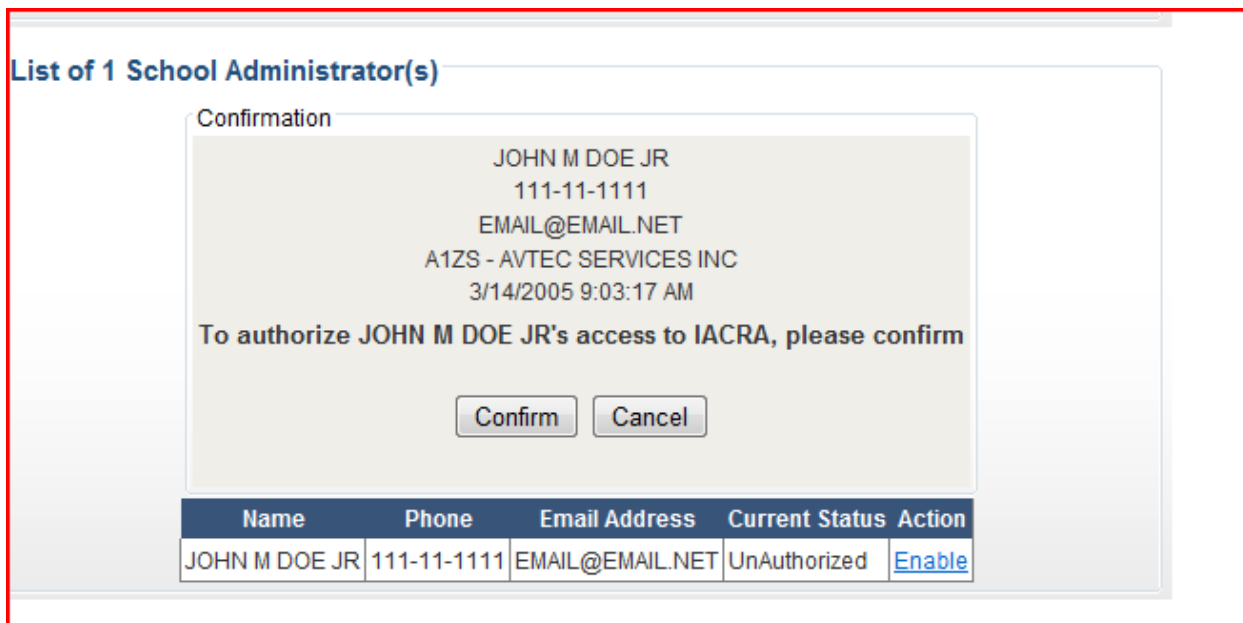
- *Select Confirm*

Returns to the Manage School Admins / Air Carrier Flight Instructors

To enable an Admin, from the list presented:

- *Select Enable (Action Column)*

The following confirmation appears:



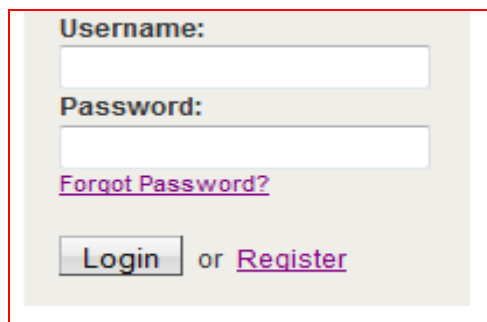
- *Select confirm*

Returns to the Manage School Admin / Air Carrier Flight Instructors screen

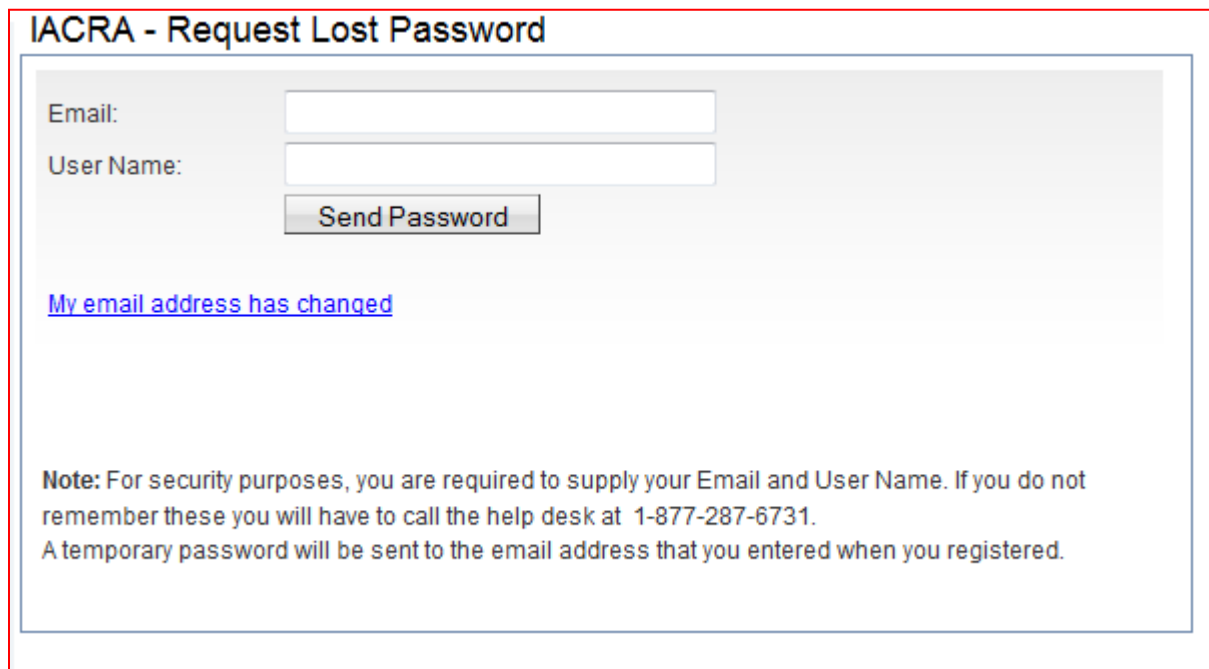
From here, navigate to the other IACRA functionality by the left navigation selections; such as Console, Logout, and Oversight.

12 Forgot Password

The Forgot Password function is located on the Home page of IACRA. Once the user selects the link, the Request Lost Password screen will be displayed.

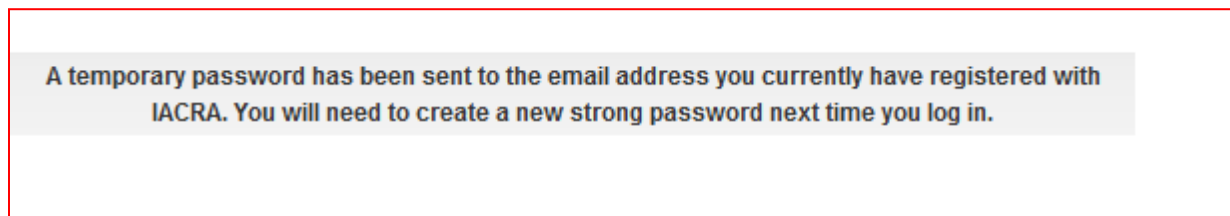


A screenshot of the IACRA Home page login area, enclosed in a red border. It features a light gray background with the following elements: a 'Username:' label above a white text input field; a 'Password:' label above another white text input field; a purple link labeled 'Forgot Password?'; and a 'Login' button followed by the text 'or' and a purple link labeled 'Register'.



A screenshot of the 'IACRA - Request Lost Password' screen, enclosed in a red border. The title 'IACRA - Request Lost Password' is at the top. Below it is a light gray box containing: an 'Email:' label above a white text input field; a 'User Name:' label above another white text input field; a 'Send Password' button; a blue link labeled 'My email address has changed'; and a 'Note' section stating: 'Note: For security purposes, you are required to supply your Email and User Name. If you do not remember these you will have to call the help desk at 1-877-287-6731. A temporary password will be sent to the email address that you entered when you registered.'

The user will then be prompted to enter their email address and username that they entered during the Registration process.



A screenshot of a confirmation message, enclosed in a red border. The message is displayed in a light gray box and reads: 'A temporary password has been sent to the email address you currently have registered with IACRA. You will need to create a new strong password next time you log in.'

A temporary password will be sent to the users email address. The user will be prompted to enter a new password at login.

If the user's email address has changed, they will be prompted to enter their FT or username or FTN and answer their security questions.

IACRA - Change Email

To update your email address, you must have your FTN or User Name and answer your security questions. If you have not set up your security questions, please contact the help desk at 1-877-287-6731.

Please enter your FTN or IACRA User Name

[Next](#)

IACRA - Change Email

To update your email address, you must have your FTN or User Name and answer your security questions. If you have not set up your security questions, please contact the help desk at 1-877-287-6731.

Which phone number do you remember most from your childhood?

Answer

[Next](#)

Once the user has successfully answered their security questions, they will be prompted to enter their new email address. The temporary password will then be sent to their new email address.

IACRA - Change Email

To update your email address, you must have your FTN or User Name and answer your security questions. If you have not set up your security questions, please contact the help desk at 1-877-287-6731.

Please fill in the email address and your account will be updated. A new password will be sent to your new email address.

Confirm email address

[Reset Password](#)

Your FTN, username and a temporary password have been sent to the new email address you have entered. You will need to create a new strong password the next time you log in.

13 Change Password

To access the Change Password function, the user must first login to IACRA and select any of the roles that they have registered with in IACRA

The Change Password link is located on the left side of the console for the specific role that the user has logged in with.

Applicant Options

- Console
- Start Application
- User Profile
- Add Role
- Change Role
- Remove Role
- Edit Preferences
- Change Password

Once the link is selected the user's existing password will be prompted to enter a new password.

IACRA - Change Password

Please create a new password, which will meet current FAA standards for a strong password.

Current Password:

New Password:

Confirm New Password:

The user will then be prompted to log back into IACRA to use their new password.

IACRA - Change Password

Your password has been updated. For security purposes, you should now log out and log back in using the updated password.

14 All Other Functions

See the IACRA Instruction Manual dated August 2010 for all other Certification paths available within IACRA. This version will continue to be updated as enhancements are applied to the legacy paths.

